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2013

**TOWN OF LITCHFIELD**  
**NEW HAMPSHIRE**



**Annual Reports**

Year ending December 31, 2013

also

**Annual Report of the School District**

Year ending June 30, 2013



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## **TOWN OFFICIALS**

### **BOARD OF SELECTMEN**

John R. Brunelle, Chairman-2016

Kevin Bourque – 2016

Frank A. Byron – 2014

Brent Lemire – 2014

M. Pat Jewett - 2015

### **TOWN ADMINISTRATOR**

Jason Hoch

**Finance Manager**

Karen White

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#### **DIRECTOR OF LIBRARY SERVICES**

Vicki L. Varick

#### **POLICE CHIEF**

Joseph O’Brion

#### **CODE ENFORCEMENT**

Kevin Lynch

#### **TRANSFER STATION**

David Mellen

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#### **TOWN CLERK/TAXCOLLECTOR**

Theresa L. Briand – 2014

#### **DEPUTY TOWN CLERK/TAX COLLECTOR**

Patricia A. Textor – 2014

#### **MODERATOR**

John Regan – 2015

#### **ASSISTANT MODERATOR**

Philip M. Reed – 2015

#### **ROAD AGENT**

Jack Pinciario – 2015

#### **FIRE CHIEF**

Frank Fraitzl – 2015

#### **FOREST FIRE WARDEN**

Frank Fraitzl - 2015

#### **TREASURER**

Sharon Harding Reed – 2014

#### **DEPUTY TREASURER**

Debra Hogencamp – 2014

#### **CHECKLIST SUPERVISORS**

Shirley Reed – 2018

Christine Lepine – 2014

Robert Redding – 2016

#### **CABLE ADVISORY COMMITTEE**

John Beaulieu – 2012 (Alt.)

Ken Stiouphile – 2012 (Alt.)

Russell Blanchette – 2013

Timothy Kearns – 2013

Richard Pentheny – 2014

Brian Maillet - 2014

Cynthia Couture – 2014

#### **HEALTH OFFICER**

Kevin Lynch - 8/13/2014

#### **ZONING BOARD OF ADJUSTMENT**

Gregory Lepine – (Alt) 2015

Laura Gandia – 2015

Richard Riley Jr. – 2016

Albert Guilbeault – 2016

John R. Devereaux–(Alt)-2016

John Regan – 2014

Eric Cushing – 2014

Thomas Cooney-2015

#### **PLANNING BOARD**

Robert Curtis – 2015

Thomas R. Young – 2015

Jason Guerrette (Alt)

Joel A. Kapelson – 2013

Russell Blanchette – 2014

Michael Croteau – 2014

Steven Perry

Michael Caprioglio -2015

Frank Byron-Selectmen Rep

#### **TRUSTEES OF TRUST FUND**

Steven P. Calawa – 2015

Michael Falzone – 2016

John Poulos Jr. – 2014

#### **CEMETERY TRUSTEES**

Steven P. Calawa – 2015

Warren W. Adams – 2016

Rhonda Lambert – 2014

#### **MOSQUITO DISTRICT COMMISSION**

Alfred Raccio – 2014

John Latsha – 2016

David Tate - 2015

#### **BUDGET COMMITTEE**

Andrew Cutter – 2015

Cynthia Couture -2016

William Spencer – 2015

Daniel Vaillancourt - 2016

Chris Pascucci – 2014

Raymond Peeples – 2014

Derek Barka- School Rep.

John Brunelle-Selectmen Rep

#### **RECREATION COMMISSION**

Keith Buxton – 2015

Colleen Gamache – 2015

Elizabeth Darling – 2016

Andrew Collins – 2016

Sandra Vance – 2014

John Bryant – 2014

M.Patricia Jewett

#### **LIBRARY TRUSTEES**

Gail Musco – 2015

Lynne Clifford – 2016

Kristin Robert – 2016

Peggy Drew – 2014

Mary Frank – 2014

#### **CONSERVATION COMMISSION**

Roger St. Laurent Jr. – 2013

Sharon Jones – 2013

Richard Husband – 2015

Marion Godzik – 2015

Thomas W. Levesque Sr.-2014

Joan McKibben – 2014

Michael Croteau – 2014

Pat Jewett – Selectmen’s Rep



## TOWN OFFICIAL AND EMPLOYEE EARNINGS

### SELECTMENS OFFICE

Brunelle, John	1,200.00
Byron, Frank	1,200.00
Lemire, Brent	1,200.00
M. Patricia Jewett	1,200.00
Bourque, Kevin	950.00
Lambert, George A	250.00
Hoch, Jason	88,053.11
White, Karen	50,674.89
Brodeur, Theresa	45,073.62
Baril, Donna	35,527.09
<b>Total</b>	<b>225,328.71</b>

### TOWN CLERK/TAX COLLECTOR'S

Briand, Theresa L.	61,788.30
Textor, Patricia A.	41,542.78
Croteau, Claire L.	30,155.77
<b>Total</b>	<b>133,453.85</b>

### TOWN TREASURER

Harding Reed, Sharon	7,000.00
Hogencamp, Debra	1,000.00
<b>Total</b>	<b>8,000.00</b>

### TRUSTEES OF TRUST FUNDS

Falzone, Michael	87.96
Poulos Jr., John	87.96
<b>Total</b>	<b>175.92</b>

### VOTER REGISTRATION & ELECTIONS

Lepine, Christine E.	328.24
Redding, Robert M.	328.24
Reed, Shirley-Ann	678.24
Regan, John G.	184.60
Reed, Philip M.	153.40
Jones, Sharon	133.70

Pinciario, Nancy	171.91
Regan, Patricia	169.52
<b>Total</b>	<b>2,147.85</b>

### TOWN AND TALENT HALL, LIBRARY CUSTODIANS AND GROUNDSKEEPERS

Arria, Ben	6,532.37
Pilon, Gerald F	7,962.24
<b>Total</b>	<b>14,494.61</b>

### PLANNING BOARD

McKibben, Joan A.	27,958.80
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### POLICE DEPARTMENT

*Does not include Special Detail  
Includes uniform allowance*

O'Brion Jr., Joseph E.	83,603.68
Donnelly, David A	88,996.00
Brown, Anthony P.	55,955.95
Costa, Jeffrey	78,876.49
Gott, Gary L.	77,009.82
Hartley III, Russell	75,593.89
Ivas III, George	47,326.90
O'Donaghue, Timothy	87,285.05
Sargent, Benjamin E	80,838.56
Savage, Heath	81,663.13
Bennett, Robert D	8,999.98
Corl, Michael T	33,431.84
Harris, Steve P	2,956.44
Houle, Michael R	32,765.65
Lamy, Raymond	8,877.68
Tessier Jr., Dennis	71,187.74
Besette, Carol A.	47,699.52
Diviny, Paul J.	46,901.92
Baril, Andrea	32,592.08
<b>Total</b>	<b>1,042,562.32</b>



## TOWN OFFICIAL AND EMPLOYEE EARNINGS

(continued)

### FIRE DEPARTMENT

*Does not include Special Detail*

Fraitzl, Frank X.	38,390.86
Nicoll, Douglas M	76,503.92
Rea Jr., James	57,629.96
Adams, Warren W.	587.52
Allard, Paul	5,864.64
Bavaro, James	1,903.50
Bouley, Charles	1,115.00
Bourque, Kevin C.	3,268.16
Croteau, Michael G.	7,039.54
Desmond Jr., Robert	10,443.88
Dube, Steven W	3,784.96
Earle, Derek	6,853.26
Fecteau, Corey J.	4,232.25
Garand, Pierre J.	636.48
Gaumond, Glenn G.	2,884.16
Glancy, Edward C.	10,234.46
Goulet, Michael R.	2,056.32
Hallowell III, Bruce	97.92
Hubbard, Jason	3,623.04
Jack III, Row W.	346.00
Jack, Timothy R.	2,211.36
Kearns, Timothy F.	1,456.64
Kimball, Brian S.	390.00
Lemay, Mark T.	1,648.32
McLavey, Andrew	2,974.40
Miller, Seth L.	2,161.00
Morin, Cory	669.12
Newell, Jeffrey A.	4,369.76
Nicoll, Jason	4,932.80
Patten, Christopher	1,386.00
Pinard, Normand J.	97.92
Raccio, Daniel	2,709.12
Ricard, Jason	1,558.56
Richardson, Timothy	10,456.80
Rumrill, Larry O.	3,108.96
Schofield, Brian	6,409.76
Schofield, Christopher	5,940.48
Smith, Kelly P	2,643.84
Travis Jr., John F.	4,660.78
Welch II, Robert W	939.60
Wright, Nicholas	2,749.92
<b>Total</b>	<b>298,221.05</b>

### BUILDING/HEALTH DEPT.

Lynch, Kevin A	68,720.13
Gilcreast Jr., John	812.00
<b>Total</b>	<b>69,532.13</b>

### HIGHWAY DEPARTMENT

Pinciario, John	56,882.95
Blundon, Leslie W	37,548.92
Goudreau, Kyle R.	3,703.51
Lesperance, John H	142.45
Lesperance, Kevin J.	5,146.49
<b>Total</b>	<b>103,424.32</b>

### SOLID WASTE DISPOSAL

Mellen, David L.	58,968.75
Worster, David E.	23,867.16
Belanger, Zachary S.	11,342.00
Briggs, James D.	8,058.05
dePontbriand, Bryan	16,583.01
<b>Total</b>	<b>118,818.97</b>

### ANIMAL CONTROL OFFICER

Pilon, Gerald F.	13,140.60
<i>(Includes mileage allowance and Town Hall custodian)</i>	

### LIBRARY

Varick, Vicki L.	49,404.16
Allen, Ada	3,822.97
Antosca, Kerri A	18,329.83
Lantagne, Lauren K	730.64
Pace, Carrie-Anne	31,354.63
Paquette, Helena	4,170.06
Robinson, Alexandra	29,042.48
Santos, Jacqueline	2,496.74
<b>Total</b>	<b>139,351.51</b>

**TOTAL WAGES** **\$2,195,947.64**



## SELECTMEN'S ANNUAL REPORT

2013 has been a busy year, and like past years; it was all possible because of our employees and volunteers; all willing to give their time to make Litchfield a community to be proud of. Thank you to all of you; your time makes a difference!!!!

Operating under a default budget required the board to refocus priorities and closely monitor spending and expectations to ensure that we could continue providing expected services within the budget allocation. With the assistance of our Department Heads, we were able to make necessary adjustments during the year to stay within this target.

The Board of Selectmen worked on several priorities and projects this year:

The Police Union contract negotiations was a priority for the selectmen; thanks to Frank Byron and Brent Lemire for leading the effort and Jason Hoch for all the technical support on the behalf of the town.

Expansion and implementation of a community notifications system, called CodeRED. The use of this system was directly responsible for aiding the Police Department in closing several criminal cases. In addition; it has provided us a method to communicate to the community around emergencies and important notices. If you haven't done so, go to the town website (<http://litchfieldnh.gov>) and sign up.

We established a town gas station at the highway department. Constructed by our Road Agent Jack Pinciario; this station now allows us to consolidate our fuel usage in a single location, and is being used by all departments.

With the assistance of Kevin Bourque, the Fire Chief and the Town Administrator, we updated our ambulance service contract with Hudson for the first time in almost twenty years.

We had another successful audit in 2013; with finding no concerns and approving of our policies and methods. Thank you to Karen White and Terry Brodeur for all the hard work you both do during the audit period; but more importantly throughout the year.

The Board of Selectmen re-wrote and developed many policies; but one of the most critical was the Personnel Policy and Wage Plan. With a lot of guidance from Jason Hoch and Frank Byron; the board finally came to agreement and approved the policy and process. This program is based on a merit and performance evaluation; and will be implemented over the next three years.

Over the past year, I have benefited from the guidance and support of my colleagues on the Board - Frank Byron, Brent Lemire, Pat Jewett and Kevin Bourque and am honored to have served as chair of this leadership team. Thank you again for the opportunity to serve your community.

Respectfully,  
John Brunelle  
*Board of Selectmen, Chairman*





## TOWN ADMINISTRATOR

As the year draws to a close, I would like to offer my appreciation again to the department heads, staff, elected and appointed officials of the Town of Litchfield with whom I have the opportunity to serve over the past year. I continue to be proud of the collaborative effort to deliver high quality, cost-effective services to our residents. In particular, I appreciate the support, direction and leadership of the Board of Selectmen in achieving these goals.

Operating with a default budget this year required close attention to spending and managing through situations that arise throughout the year. Our department heads closely monitored spending and expectations to ensure that we could continue providing expected services within the budget allocation. Assisting us in this was a FEMA reimbursement for a winter storm in February that covered approximately \$26,000 of storm related costs, an unanticipated "premium holiday" from our workers compensation insurance of \$13,000 as well as several onetime accounting adjustments in correcting timing of several annual service contracts.

With the assistance of the Road Agent, the Town has updated its road improvement plan. There are approximately 77 miles of roads maintained by the town and 74% are in good and fair condition. However, the remaining 26% that are in poor condition have a current repair cost of over \$4.5 million. The plan has a pavement quality score assigned to each road and will help the Town prioritize planning for road improvements each year.

We continued to work on many behind the scenes processes to ensure smoother operations of Town government. All of our standing operating and financial policies were reviewed and updated. We implemented a new Personnel Policy approved at the end of last year. At this year draw to a close, the Board of Selectmen adopted a wage plan that replaces a system in place for over twenty years that no longer met our needs. This new program introduces merit and performance evaluation as a basis for future wage changes rather than solely longevity. In time, this plan will help the Board of Selectmen better align wages with other positions in the Town. We continue to enhance our use of electronic services. With the organization wide adoption of Google Apps for Government, we have increased collaborative work on documents and have reduced paper usage in the administrative offices by over 25%. In addition, over the past year, we consolidated several telecommunications contracts into one master account, increasing our ability to monitor and track. At the same time, we replaced our telephone system for most departments with a modern voice over IP system. I am extremely appreciative of the countless hours of volunteer service John Brunelle has provided as our IT Manager. We have an efficient and progressive information technology system that is seen as a model for other towns. John's service has saved the Town tens of thousands of dollars annually in avoided support and service contracts.

We also seek new ways to engage the community. As part of this effort, you will see ongoing updates to the Town's website. For the most timely updates from us, please follow us on Facebook at [www.facebook.com/litchfieldnh](http://www.facebook.com/litchfieldnh). Over the past year, many residents have enrolled in our CodeRed emergency notification system; if you have not yet signed up; visit our webpage at [www.litchfieldnh.gov](http://www.litchfieldnh.gov) to register. I welcome anyone with questions or concerns, no matter how large or small to contact me via phone, email or best of all, a visit to the office.

Thank you again for the opportunity to serve your community.

Respectfully,  
Jason Hoch  
Town Administrator



## Election/Ballot Voting Results Town of Litchfield March 12, 2013

Moderator John Regan led poll workers in the Pledge of Allegiance to the American Flag and declared the polls officially open in the Campbell High School gymnasium at 7:00 a.m. Ballot clerks on duty were Joan McKibben, Nancy Pinciario, Patricia Regan and Sharon Jones. Assistant Moderator Philip Reed assisted throughout the day. The polls were declared closed at 7:05 p.m., when the last voter had completed voting.

Fifteen (15) new voters registered through the course of the day, bringing the checklist up to five thousand, six hundred, ninety-seven (5,697). One thousand, two hundred, sixty-one (1,261) ballots were cast, including thirty-two (32) absentee ballots.

Results Follow:

### Municipal Votes

#### **Article 1, Election of Officers:**

##### **Selectmen, Two Three-year terms:**

George A. Lambert	453
Kevin Bourque	567 <b>Elected</b>
John R. Brunelle	656 <b>Elected</b>
Jason Guerrette	474

##### **Budget Committee, Two Three-year terms:**

Cynthia A. Couture	623 <b>Elected</b>
Keri Douglas	595
Daniel Vaillancourt	668 <b>Elected</b>

##### **Road Agent One Three-year term:**

John Pinciario	980 <b>Elected</b>
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##### **Cemetery Trustee One Three-year term**

Warren W. Adams	969 <b>Elected</b>
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##### **Trustee of Trust Funds One Three-year term**

Michael W. Falzon	915 <b>Elected</b>
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##### **Library Trustee, Two Three-year terms:**

Kristen Robert	862 <b>Elected</b>
Lynne Clifford	851 <b>Elected</b>

### **REZONE TO RESIDENTIAL**

Article 2: Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend Sections 900.01 (b) "Transitional District" and 1000.01 (a) "Southern Commercial/Industrial District" of the Zoning Ordinance to rezone any parcels south of Page and east of Cutler Roads as residential as there is no access to the parcels except through existing residential neighborhoods.

**768 Yes Carried**

422 No



## **MULTI-FAMILY RESIDENTIAL OVERLAY DISTRICT**

Article 3: Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Adopt a new zoning section 550.00 – 553.00 Multi-Family Residential Overlay District, to provide an opportunity for multi-family residences within the Town of Litchfield consistent with the Town's single-family character and comply with NH State law. The purpose of the amendment is to provide opportunities for development of multi-family housing as required by state law. Any new multi-family construction shall maintain the existing character of the neighborhood. The minimum lot size shall be 2 acres for the first 3 dwelling units, with an additional 5,000 square feet required for each additional unit and no more than 6 dwelling units may be permitted in any one structure. The district boundaries shall be the Residential and Transitional Districts north of Leach Brook and south of Page Road.

520 Yes

**675 No Defeated**

## **OPERATING BUDGET**

Article 4: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling, \$5,045,145. Should this article be defeated, the default budget shall be \$4,974,847 which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

597 Yes

**601 No Defeated**

## **DEFIBRILLATOR/MONITOR REPLACEMENT**

Article 5: To see if the Town will vote to raise and appropriate the sum of \$70,000 for the replacement of two defibrillator/monitors used on Fire Department trucks. The current defibrillator/monitors are 10 and 13 years old.

**840 Yes Carried**

324 No



## **PINECREST SIDEWALK**

Article 6: To see if the Town will vote to raise and appropriate the sum of \$12,500 for the purposes of development of engineering, design plans and costs for a sidewalk on Pinecrest Road to connect the bike path on Albuquerque with Litchfield Middle School so that a construction cost, estimated at \$300,000 can be brought forward to 2014 Annual Meeting.

377 Yes

**787 No Defeated**

## **BUILDING SYSTEMS TRUST FUND**

Article 7: To see if the Town will vote to establish a Building Systems Expendable Trust Fund pursuant to RSA 31:19-a. Furthermore, to raise and appropriate the sum of \$20,000 for transfer into this fund from the unexpended fund balance as of December 31, 2012 and to appoint the Board of Selectmen as agents to expend from the fund. This Fund can be used for payment of the costs associated with unanticipated system failures of key building systems such as septic and heating and ventilation that require immediate action and cannot be deferred until a Town Meeting can be held. This would have a net cost to 2013 general taxation of \$0.

**688 Yes Carried**

461 No

## **TOWN HALL/POLICE STATION ENTRANCE REPAIR**

Article 8: To see if the Town will vote to raise and appropriate the sum of \$10,000, from the unexpended fund balance, for the purpose of replacing the concrete at the entrance to the Town Hall/Police Station building and repairs to damaged siding on entrance columns to the building. This appropriation represents a portion of the approximately \$28,000 returned to the fund balance that were unexpended for the roof repair authorized at the 2012 Annual Meeting. This would have a net cost to 2013 general taxation of \$0.

**775 Yes Carried**

390 No

## **REPAINTING OLD TOWN HALL**

Article 9: To see if the Town will vote to raise and appropriate the sum of \$20,000 for repainting of the Old Town Hall. This price includes legally required abatement of lead paint.

475 Yes

**686 No Defeated**



## **SEWER SYSTEM STUDY**

Article 10: To see if the Town will vote to raise and appropriate the sum of \$10,000 for the purpose of undertaking a planning and engineering study to determine possible designs for a wastewater (sewer) system in order to encourage further commercial and industrial growth. It is the intention of the Board of Selectmen to use these funds with an additional \$16,500 previously appropriated for economic development purposes to undertake such a study to develop detailed analysis of options and associated costs of those options.

290 Yes

**866 No Defeated**

## **COST OF LIVING WAGE ADJUSTMENT**

Article 11: To see if the Town will vote to raise and appropriate the sum of \$18,832 which represents salary and benefit costs for a 2% cost of living adjustment for non-union full time and regular part time Town and Library employees not otherwise under contract or part of a bargaining unit. This adjustment to eligible positions would be made April 1, 2013.

474 Yes

**690 No Defeated**

## **HUMAN SERVICES AGENCIES**

Article 12: To see if the Town will vote to raise and appropriate the sum of \$4,952 to support the requests of Human Services agencies including Big Brothers/Big Sisters, Home Health & Hospice, St. Joseph's Community Services, Bridges and Community Council of Nashua.

**587 Yes Carried**

578 No

## **AMBULANCE REVOLVING FUND**

Article 13: To see if the Town will vote to establish an Ambulance Revolving Fund pursuant to RSA 31:95-h. The money received from ambulance bills and allocated through the operating budget for the cost of anticipated uncollectible bills shall be allowed to accumulate from year to year, and shall not be considered to be part of the general fund unreserved fund balance. The Treasurer shall have custody of all monies in the fund and shall pay out the same only upon order of the Board of Selectmen (no further legislative body approval required). These funds may be expended only for ambulance services.

**737 Yes Carried**

472 No



## **EXPAND BUDGET COMMITTEE**

Article 14: To see if the Town will vote to increase the at-large membership of the Budget Committee from six members, as approved by the Town in 1969, to seven members.

**826 Yes Carried**

383 No

## **SOLID WASTE DISPOSAL FEE SETTING**

Article 15: To see if the Town will authorize the Selectmen to establish or amend fees for Solid Waste Disposal per the authority of RSA 41:9-a. The Solid Waste Facility Ordinances approved in 1989 and 1993 by the Town refer to rates for disposal of certain items but do not clearly authorize the Selectmen to adjust those fees as needed. Prior to the establishment or amendment of any such fees, the Selectmen shall hold a public hearing per the requirements of RSA 41:9-a IV.

**691 Yes Carried**

504 No

## **SHOW TAX IMPACT OF ARTICLES**

Article 16: To see if the Town will vote to require that the annual budget and all special warrant articles having a tax impact shall include a notation stating the estimated tax impact of the article pursuant to RSA 32:5, V-b. The determination of whether an article has a tax impact and the estimated amount of the impact is to be made by the governing body.

**1051 Yes Carried**

135 No

## **FORM OF TOWN MEETING**

Article 17: To see if the Town would like to revert to the traditional town meeting for conducting its annual meeting rather than the official ballot (SB2 form) used now. If this article passes, the Board of Selectmen would propose an article in 2014 rescinding the official ballot form of voting on all questions, but only for election of officers and certain other questions for which the official ballot is required by state law. This article is advisory.

303 Yes

**878 No Defeated**

## **DELIBERATIVE SESSION SCHEDULING**

Article 18: To see if the Town would like to hold the first session of Town Meeting (Deliberative Session) on the same day with the Litchfield School District. This approach was used in 2012. This article is advisory.

**635 Yes Carried**

530 No



## EXCERPTS FROM PREVIOUS TOWN REPORTS

**≈2003≈**

**Selectmen** “.....The Northern Segment of Albuquerque Ave connecting April Drive and the Charles Bancroft Highway was completed thus diverting traffic from northern residential neighborhood streets and making travel faster and easier. This accomplishment was due to the efforts of our Road Agent, Mr. Gerard DeCosta.....”

**Aaron Cutler Memorial Library** “.....In August the Library experienced significant flooding. The flooding damaged the floor and some walls of the Young Readers room...”

**Animal Control Report** “.....93 Wild animal calls.....”

**≈1993≈**

**Building Department Report** “.....There were four hundred and thirty seven (437) permits issued during the year, of which 39 were single family dwellings.....”

**Selectmen’s Report** “.....Storms seemed to never end and our Highway Department met the task with an exceptional performance. It was noted by the media that the roads in Litchfield were among the very best kept during the winter months.....”

**Tax Rate** “.....School- \$17.85, Town- \$3.77, County- \$1.54 = **\$23.16**.....”

**≈1983≈**

**Resident Population** “.....ages birth – 17, 1,609; ages 18 – 64, 2,566; age 65, 120 for a total population of 4,295.....”

**Archeology in Litchfield** “.....It has been determined that prehistoric peoples resided virtually everywhere in Litchfield with some sites as old as 10,000 years. Evidence of hunting and fishing is seen in the kinds of tools these past residents used. Litchfield is a unique archeology area for many reasons. Sites are abundant throughout the town and are well preserved for scientific study. Materials are rich in numbers and in kinds of tools found.....”

**Selectmen’s Report** “.....Special recognition is given to Sanders Associates, Inc. as the first substantial industrial organization to build a facility in the Town of Litchfield. The expansion of their site on Route 102 and the addition of other corporate citizens will help in minimizing the tax burden placed on land owners.....”

**≈1973≈**

**In Memoriam** “.....Mrs. Arthur (Dolly) Morrill 3/10/1899 – 10/11/1973, Served as Town Treasurer from 1926 – 1950, Elementary School teacher from 1955 – 1964, Supervisor of Checklist 1927 – 1972, Sunday School Teacher, Litchfield Presbyterian Church, Member of Ladies Social Circle, Member of Missionary Society and a 50 year member Naumkeag Grange....”

**Recreation Committee** “.....In March the Commission put its newly purchased athletic equipment to use with a “Saturday of Fun” at the Griffin School Gym. Field Hockey, Basketball and volleyball was enjoyed by both boys and girls.....”



## EXCERPTS FROM PREVIOUS TOWN REPORTS

**Building Department** “.....There were one hundred twenty nine (129) permits issued during the year. 47 of the permits were for single family dwellings....”

**~1963~**

### **Statement of Payments “.....Town Officers’ Salaries**

Selectman, George L. Adams	\$250.00	Tax Collector, Greta A. Lynch	\$200.00
Selectman, Allan M. Kendall,	\$200.00	Chief of Police, David A Campbell	\$50.00
Selectman, Eugene N. Pelkey	\$200.00	Fire Chief, Leon C. Calawa	\$50.00

**Litchfield Visitors** “..... Autumn spilled its cornucopia of color and mellow weather October 10 when 37 Visitors from the Old World came calling in the town. The tour that sunshiny day was special to Litchfield residents. Most of the visitors were from Litchfield, England or from towns near Litchfield. On board the visiting party were Barbara Henderson, women’s editor of Express and Star. Miss Henderson later wrote up on the trip. In her article, the town was described as a “beautiful, agricultural townlet, big hearted with overwhelming friendliness” ,,,,,

**Vital Statistics” .....** **Marriages** ...“Willis E. Jewett of Milford, NH and Marilyn Patricia Burns of Litchfield, NH.....”

**~1953~**

**In Memoriam”.....John Albert Reid** born in Litchfield, NH 8/14/1874 – 9/6/1953. He had lived his life in the Ancestral home, which was a grant from the King of England over 200 years ago. Member of the First Presbyterian Church, Hillsborough County Chairman and Town Chairman of the Republican Party for years. Tax collector for 29 years, Town Trustee, Library Trustee, Cemetery Trustee, former member of the School Board, Town Constable for 32 years, member of Hillsborough County Commission, Deputy Forest Fire Warden, Subordinate and Pomona Deputy of the New Hampshire State Grange for 17 years, Past Master and charter member of Naumkeag Grange, Past Master of Hillsborough County Pomona Grange, Charter Member of Hill-Rock Pomona Grange and through his efforts in Legislature , The Charles Bancroft Highway – Route 3A, was built in Town.”

**Town Clerks Report” ....**Motor Vehicle Permits - \$1,824.11 and Dog Licenses - \$115.00 for a total of \$1,939.11

**Vital Statistics” .....****Marriages.....**Arthur Lynch of Pelham and Greta Locke of Litchfield were married in Pelham, NH on December 30, 1953” ....**Births” ....**Michael Elmer born in Nashua, May 6<sup>th</sup> to Mr. and Mrs. Ovila Jackson” ....

**Highway Report” ....**Painting Snow Plow - \$3.00....”

**~1943~**

**Town Hall Expenses “.....**Public Service Co. of N.H., Lights - \$12.00, S.A. Reid Window Glass and Setting - \$2.50, J. Hodge Co. Lumber - \$2.45, J.B. Varick Co. Paint- \$1.62 for a total expense of \$18.57.....”

**Report of School Board “.....**With an increase of 5 cents per week and aid from the Surplus Commodities, we have been able to continue our hot lunches with Mrs. Haight as supervisor.....A telephone was installed in the school building this year which is very convenient....” .



## EXCERPTS FROM PREVIOUS TOWN REPORTS

**≈1923≈**

**Library Report** “.....The Trustees and town’s people wish to thank Mr. and Mrs. Saunders for their continued kindness and generosity in allowing the Library to remain in their house these many years.

**Report of the School Board** “.....Your school at the present time has 34 pupils in its seven grades. The labor involved in carrying along the work of a present day curriculum with that number of pupils is a full sized job, severely taxing the energies of any experienced teacher. It does not seem to me advisable to add another year to the course as long as but one teacher is employed.....”

**≈1913≈**

**Salaries** “.....Isaac N. Center, Town Clerk- \$12.00, Frederick L. Center, Town Treasurer- \$10.00, N.C. Griffin, Selectman - \$28.00.....”

**Report of The Library** “.....During the past year, the Ladies Social Circle has donated \$25 to the purchase of books and the Century Magazine for the use of the Library, and various books, papers and magazines have been donated by other who believe that a good public library is a great benefit to any people.....”

**≈1893≈**

**Town Officers** “.....Isaac N. Center, services as town clerk - \$12.00, Amos Saunders, services as Town Treasurer \$10.00, Water E. McQuesten, services as Selectman - \$28.00, David S. Leach , services as Selectman - \$25.00 and Charles H. Chase, services as Selectman, \$20.00.....”

**Highway Bills**” ....Walter E. McQuesten, labor on highway - \$6.86, Hanscom Goodspeed, labor on highway - \$.30, Charles Bancroft, labor on highway - \$.60, F.S. Bancroft, labor on highway - \$1.50.....”

**Sundry Bills**” .....James E. Barrett, damages to horse - \$15.00, Davis S. Leach, damage to wagon pole - \$3.75, F.L. Center, damages to sheep by dog - \$5.00.....”



## CONSERVATION COMMISSION

The Litchfield Conservation Commission (LCC) is an all-volunteer advisory board established by the Town pursuant to R.S.A. Chapter 36-A “for the proper utilization and protection of the natural resources and for the protection of watershed resources” within Litchfield. The Conservation Commission is currently comprised of six appointed commission members, one alternate and a Selectmen’s representative.

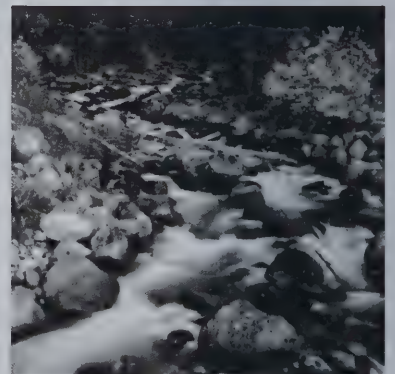
### **In 2013 the LCC was involved in:**

- Continued maintenance on twelve town properties we oversee.
- Investigating possible solutions to the native milfoil problem in Darrah Pond
- Working with USDA Natural Resources Conservation Service and Hillsborough County Conservation District to restore habitat for the New England Cottontail, a candidate for protection under the Endangered Species Act.
- Continued participation in the State’s “Adopt-A-Highway” program on Route 3A.
- Continued representation to the Lower Merrimack River Advisory Committee.
- Site walks and investigations to possible parcels of property for preservation.
- Sponsoring the annual children’s Fishing Derby on Chase Brook in May.
- Monitoring rainfall in Litchfield since June

The LCC holds meetings beginning at 7:00 p.m. on the first Thursday of every month at the Litchfield Town Hall, which the public is encouraged to attend.

Respectfully Submitted,

Joan McKibben, Chairman  
Tom Levesque, Sr., Vice-Chairman  
Roger St. Laurent  
Sharon Jones  
Marion Godzic  
Richard Husband  
Michael Croteau, alternate  
Pat Jewett, Selectmen’s Rep.





## LOWER MERRIMACK RIVER LOCAL ADVISORY COMMITTEE

The Lower Merrimack River Local Advisory Committee was created in 1990 after the Lower Merrimack was designated a protected river in the State of NH. As a designated river, the Lower Merrimack is protected under RSA 483, administered by the New Hampshire Department of Environmental Services (NH DES) Rivers Management and Protection Program.

Members are nominated by each riverfront municipality and are approved by the DES Commissioner. Representatives come from a broad range of interests, including but not limited to local government, business, conservation, recreation, agriculture, and riparian landowners. All members are volunteers. This diversity helps bring a variety of perspectives to bear on resource protection and development issues.

The main responsibilities of the LACs are: 1) develop and implement a local river corridor management plan, 2) advise local, state and federal governing bodies and agencies of activities which may affect the water quality or flow of the protected river or segment, and 3) review and comment on any federal, state or local governmental plans within 1,320 feet (¼ mile) of either side of the designated river that would alter the resource values and characteristics for which the river or segment is designated.

### Members:

Kathryn Nelson (Chair) – Nashua  
Michael Redding (Vice Chair) - Merrimack  
Karen Archambault (Secretary) -- Nashua  
Jim Barnes (Treasurer) – Hudson  
George May – Merrimack  
Nelson Disco – Merrimack  
Michael Croteau- Litchfield

Meetings are held at the Nashua Public Library on the 4<sup>th</sup> Thursday of the month at 7pm

# Volunteer hours contributed for river protection activities: 400

We encourage new membership. Applications and information can be found at

<http://www.nashuarpc.org/LMRLAC/index.htm>

In 2013 LMRLAC commented to local boards and DES on 10 permit applications and projects within ¼ mile of the river. Improved stormwater management practices were encouraged as well as public access to the river. 3 members attended the DES LAC workshop held at the DES office. Water Quality Monitoring was conducted from spring to fall, twice a month with results reported in the Nashua Telegraph

Respectfully submitted by Kathryn Nelson, Chair 1-14-2014

## LITCHFIELD HIGHWAY DEPARTMENT

A year has passed and in 2013 the Highway Department has been very active in completing the following projects:

**Albuquerque Avenue** – Albuquerque was reclaimed and repaved from Grouse Lane to Talent Road.

**Nightingale Lane** – Nightingale Lane was repaved.

**Highway Garage** – New Fuel Station was built at the Town Garage by the Highway Department.

**Snow Plow Ordinance** – The snow plow ordinance was updated last year. Plowing snow into the roads in Litchfield has a fine of \$100 which will be enforced by the Police Department.

**Removal of Encumbrances from Town Right-of Way** – Pursuant to RSA 236:32, it is the policy of the Town of Litchfield to remove any encumbrance (i.e. fencing, basketball hoops, posts, etc) from the Town's right-of way. If the Road Agent determines that an object is an encumbrance, the owner of the encumbrance will be notified by certified mail that the encumbrance shall be removed and give the owner 14 calendar days to remove it. Any person who shall place any obstruction or encumbrance in any town road or highway shall be subject to civil liability to the Town of Litchfield pursuant to the provisions of RSA 236:39, for all damages and costs which the Town shall be compelled to pay any person injured by such obstruction, defect, insufficiency or want of repair.

**Projects for 2014** – In the spring, Mike Lane will be reclaimed and paved and drainage will be fixed.

Each year there are many comments from the residents of Litchfield about the great job done of removing snow from the roads and treating for ice. The job of clearing not only the roads, but clearing the Town Hall lot, library, fire station and Darrah Pond is a real team effort from the Road Agent to each contractor. Many of our contractors live in town and adjoining towns. The Highway Department has done their best to give the people of Litchfield clean and clear roads. Jack Pinciario would like to thank all the men of this Department: Mark Reilly, Dan Vailancourt, Les Blundon, Doug St. Laurent and Ron Buxton; Jeff Guay; as well as Fire Chief Frank Fraitzl, Police Chief Joseph O'Brion. I greatly appreciate all their hard work. I also appreciate the great cooperation from our Town Administrator, Jason Hoch.

Respectfully submitted,

John Pinciario,  
Road Agent



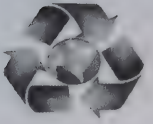
## TOWN PROJECTS IN 2013



Beginning phases of Fuel Station



## TRANSFER STATION AND RECYCLING FACILITY



Litchfield Residents,

The transfer and recycling facility is now fully operational. In addition to the change over efforts, the facility staff has been hard at work improving the site and increasing our recycling efforts with the continued support of the residents. During 2013 the facility processed the following recycling products.

Material/Amount			
Cardboard	105.27 tons	Computer/Cable Wire	2277 lbs
Glass	152.28 tons	Scrap Copper	376 lbs
Aluminum Cans	14,234 lbs	Tires	1.85 tons
Steel Cans	16.06 tons	Concrete/Brick/Asphalt	49 tons
Mixed Paper	129.14 tons	Propane Tanks	63 units
Scrap Metal	141.27 tons	Fluorescent Bulbs	
Electronics	29.00 tons	4'	1210 units
Plastics	44.7 tons	2'	30 units
Vegetable Oil	126 gal	8'	120 units
Used Motor Oil	2200 gal	Circular	100 units
Wet Cell Batteries	4331 lbs	Compact	1650 units
Rigid Plastics	4.71 tons	U Bulbs	24 units
Scrap Aluminum	6170 lbs		
Mercury Devices	8 lbs		

### Other Materials Recycled in 2013

Cell Phones, Ink Cartridges, Toilets, Sinks, Lamps, Ceramic Tile, Thermostats, Smoke Detectors, Eye Glasses, Nickel Cadmium Batteries, Dishes, Mugs and Yard Waste.

### **Totals 2013      686.97 Tons Recycled**

At current landfill rates, this material would have cost \$81,405.77 in disposal fees.

Market Pricing 2013	High	Low
OCC (Cardboard)	\$ 120.50 TN	\$ 105.00 TN
Mixed Paper	\$ 50.00 TN	\$ 25.00 TN
UBC (Aluminum Cans)	\$ 00.65 LB	\$ 00.42 LB
Scrap Metal	\$ 215.00 TN	\$ 170.00 TN
Steel Cans	\$ 135.00 TN	\$ 110.00 TN
Plastic	\$ .03 LB	\$ .00 LB

### New for 2014

Ridged plastic recycling  
Cable/wire recycling  
Brass/copper recycling  
Wood recycling area  
Oil Filter crushing/recycling  
Hazardous materials collection day.



## TRANSFER STATION AND RECYCLING FACILITY



### Where does it go

Scrap Metal – Argentina and Turkey for reconstruction  
Plastic 1 thru 7 – Georgia USA for park benches, detergent bottles and rugs  
Steel cans – Everett, MA for sale overseas  
Aluminum cans – New Hampshire for new Aluminum cans  
Mixed Paper – Michigan/Canada for new paper products and insulation  
OCC – China for paper products  
Tires – Massachusetts – chipped and used as a fuel source  
Rigid Plastic – chipped and used as a fuel source  
Propane tanks – New Hampshire – reconditioned and reused  
Vegetable Oil – New Hampshire – used as a fuel source  
Lead acid batteries – used to make new car batteries  
Glass – New Hampshire – used in road construction and drainage  
Electronics – New Jersey for lead removal, metal and plastic recycling  
Fluorescent Bulbs – Massachusetts for recycling into glass products

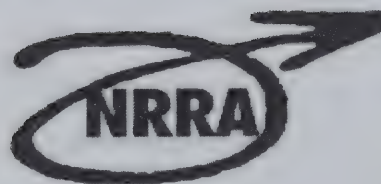
Solid Waste Committee:

Respectfully submitted,

Dave Mellen  
Transfer and Recycling Facility Manager



## NORTHEAST RESOURCE RECOVERY ASSOCIATION



*"Partnering to make recycling strong through economic and environmentally sound solutions"*

Northeast Resource Recovery Association, 2101 Dover Road, Epsom, NH 03234 Telephone: (603) 736-4401 or 1-800-223-0150 Fax: (603) 736-402

E-mail: [info@nrna.net](mailto:info@nrna.net) Web Site: [www.nrra.net](http://www.nrra.net)

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### Town of Litchfield, NH

Congratulations for being such active recyclers!

Below please find information on the positive impact this recycling has had on your environment.

The recyclable materials listed below were sent to market to be remanufactured into new products through your non-profit recycling organization, the Northeast Resource Recovery Association.

<b>Recyclable Material</b>	<b>Amount Recycled In 2013</b>	<b>Environmental Impact!</b> Here is <u>only one</u> benefit of using this recycled material rather than natural resources (raw materials) to manufacture new products.
Plastics	9.49 tons	Conserved 14,235 gallons of gasoline!
Scrap Metal	130 tons	Conserved 130,073 pounds of coal!
Steel Cans	32,126 lbs.	Conserved enough energy to run a 60 watt light bulb for 835,276 hours!



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E-mail: [info@nrna.net](mailto:info@nrna.net) Web Site: [www.nrra.net](http://www.nrra.net)

Dear NRRA Member,

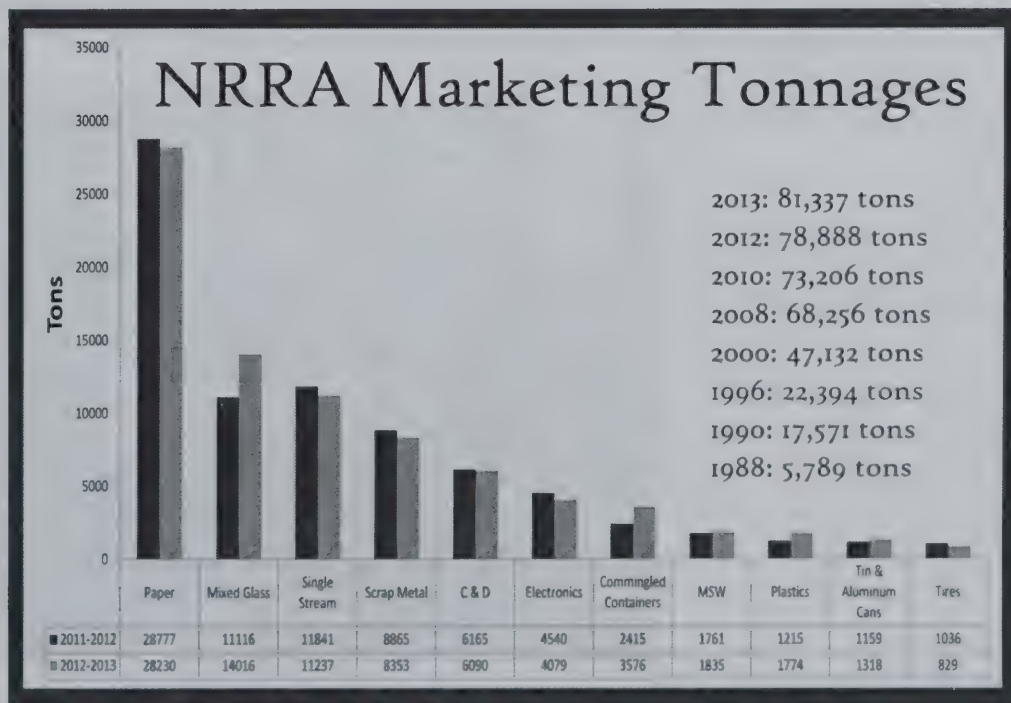
As a member of Northeast Resource Recovery Association (NRRA), your community has access to all the services of this first in the nation, 33-year old recycling cooperative. Your member-driven organization provides you with:

- Up-to-date **Technical Assistance** in waste reduction and recycling including solid waste contract negotiations;
- **Cooperative Marketing** to maximize pricing and **Cooperative Purchasing** to minimize costs;
- Current **Market Conditions** and Latest **Recycling Trends**, both regionally and nationwide;
- **Innovative Programs** (i.e. Dual Stream, Consolidation and Single Stream);
- **Educational and Networking Opportunities** through our Annual Recycling Conference, our new Bi-weekly "Full of Scrap" email news, monthly Marketing meetings, website, and Fall Facility Tours;
- **School Recycling Club** - a program to assist schools to promote or advance their recycling efforts;
- **NH DES Continuing Ed Credits**;
- **NH the Beautiful Signs, Grants, Bins and Recyclemobiles**.

The membership has grown to include more than 400 municipalities, businesses and individuals in New Hampshire, Vermont, Massachusetts, Connecticut and Maine. NRRA, as a non-profit organization, is unique in that we do not charge a "brokerage fee" or work to maximize profit gains, but rather has a minimal "Co-op" Fee" which is re-invested to further your recycling programs and solid waste reduction efforts in schools and municipalities.

Through your continued support and dedication, NRRA has assisted our members to recycle over 81,337 tons in fiscal year 2012-2013!

Please contact NRRA at  
800-223-0150 / 603-736-4401 or visit our website  
at [www.nrra.net](http://www.nrra.net)



## LITCHFIELD POLICE DEPARTMENT

Litchfield Residents

Honorable members of the Board of Selectmen

It is with pleasure that I submit for your perusal the 2013 Annual Report for the citizenry of Litchfield, New Hampshire.

I would like to welcome George Ivas to the ranks of police officer. Mr. Ivas was selected after an exhausting search process. We are committed to finding the best candidate and a good fit for the Town of Litchfield to this end we conducted 3 full hiring processes before hiring Mr. Ivas who fit the bill as the most qualified and best fit for the Litchfield Police Department. Mr. Ivas is a resident of Litchfield where he lives with his wife and children.

I would like to congratulate Officer Dennis Tessier for his promotion to Master Patrol Officer. Officer Tessier has been employed with the Litchfield Police Department for over 5 years and successfully passed the Sergeant's Promotional Test. The completion of this exam shows that Officer Tessier has mastered advanced police techniques and principles.

The Police Department has moved to a new style police cruiser. The main reason for this change was that Ford is no longer producing the Crown Victoria police car. We compiled data from numerous police studies to aid us in deciding what would be an appropriate vehicle for the Litchfield Police Department. The conclusion was made to purchase the Ford Explorer since the added benefits over the sedan were of minimal cost. The Ford Explorer Police Interceptor is an all wheel drive sport utility built on a sedan frame making it as economical as a car but spacious like an SUV.





## **LITCHFIELD POLICE DEPARTMENT**

*(continued)*

We have always had a positive working relationship with the Litchfield School systems and the SAU. This year we had a felony level drug dealing arrest at Campbell High School. In an effort to keep a safe and drug-free educational environment for the children of Litchfield, we will continue our proactive approach which includes using trained K-9's during random safety searches. Since the unfortunate events involving violence in the schools around the country seem to be escalating, we have begun to utilize officers in the elementary and the middle school. We are hopeful their visibility and accessibility to the staff and students will forge a trusted bond and keep our schools safe.

The first annual Litchfield Winter fest was held at Darrah Pond with the Recreation Committee hosting. The Police Department members enjoyed a friendly hockey game against some local residents and participated in the chili cook-off. The event also included sled dog rides and other family activities. We are hopeful the event will continue to grow each year as it was an event enjoyed by all who attended.

This year we were able to quickly notify almost all residents using the Code Red Alert System. This system allows us to make telephonic alert messages to residents about any incidents of importance. This was activated after a rash of thirteen burglaries within a thirty day period. The Police Department received numerous tips and within a short period of time was able to arrest two people for these burglaries. The investigation culminated in the recovery of nearly all of the stolen items. The re-assigning of an officer to begin conducting in-depth investigations of these crimes has proven fruitful with a solved burglary rate of nearly 90%. The national rate is only 15%.

The police department would not be what it is today without the continued support of the other town departments and their staff. I would like to personally thank the Selectman's Office, Town Administrator, Fire Department, Road Agent, Town Clerk/Tax Collector, Litchfield Schools, and Code Enforcement for their support throughout the year. A special "thank you" to Selectman John Brunelle for all the volunteer hours he does at the Police Department keeping our IT department running smooth.

In closing, it is a pleasure to continue to serve in the community of Litchfield. The support of the residents and business owners towards the police department is much appreciated by all of us that protect and serve you. I would be remiss if I did not thank all of the staff at the Police Department for their dedication to the safety of the residents of Litchfield.

Respectfully,

Joseph E. O'Brien, Jr.  
Chief of Police

## **LITCHFIELD POLICE DEPARTMENT**

*(continued)*

### **Report of the Administrative Lieutenant**

The Administrative Lieutenant reports directly to the Chief of Police with duties that include Officer in Charge of Administration, Detectives, and Prosecution. The Administrative Lieutenant is responsible for the supervision, training, and control of all officers, as well as the efficiency and effectiveness of the department. Some of the training classes' officers attended in 2013 included Taser, Use of Force, Active Shooter in Schools, Domestic Violence, and Firearms skill builder. These training classes are important for career development and allow the officers to have the competence to make critical decisions in difficult situations.

#### **Legal**

Adult and juvenile cases are prosecuted by Attorney Lonnie McCaffrey. A considerable amount of time is put into each case as it goes through the legal process. The prosecutor will review every officer's case going to court and research the merits for a trial. The legal bureau handles violations, misdemeanors, felony probable cause hearings, and juvenile matters at the Merrimack District Court. Typical cases that have been prosecuted are DWI, Simple Assaults, Possession of Drugs and Motor Vehicle Violations. Felony cases are started at the district court level with an arraignment and followed up by a probable cause hearing. The case is then prepared and submitted to the Hillsborough County Attorney's Office for prosecution. Attorney McCaffrey also presents felony indictments to the Grand Jury at the superior court for Litchfield cases.

#### **Detective Bureau**

Cases that come along which require assistance for technical or logistical reasons, will involve the detective. Child abuse and sexual assaults are typical cases that will be turned over from patrol to a detective. The detective also has advanced training in the proper collection of evidence. MPO Benjamin Sargent has been assigned to Detectives and is assisted by Cpl Michael Houle. Property crimes such as thefts, criminal mischief, and burglaries are still prevalent. Twenty five burglaries were investigated by the detective bureau, of which 11 happened in September. The drug cases continue to occur and have involved prescription pills, marijuana, and heroin. Fraud and scam cases continue to be reported by Litchfield residents who had their identity compromised. Taking precautions to protect personal data such as social security numbers is one of the best defenses. The detective bureau continues to work with various local, state, and federal agencies concerning criminal cases of mutual interest. Detective Sargent worked with the Fire Marshal's Office in an untimely death investigation when a deceased male was found by the fire department handling a shed fire off of Page Road. Many of our burglary investigations have led to felony arrests. It should be noted that Sgt Costa, while on patrol, did an outstanding job of investigating two suspicious people in the Century Lane and Garden Drive area which resulted in the apprehension of two people responsible for several burglaries.

#### **Communications Division**

The communications function for the department is handled by two full time dispatchers. The dispatchers are the public's first point of contact with the department when they walk into the Police Department. The



## LITCHFIELD POLICE DEPARTMENT

*(continued)*

patrol officers use dispatch as an information link during routine calls for service as well as critical incidents and traffic stops. The department's lobby and dispatch function is open in Litchfield Monday through Friday from 7:00a.m. to 11:00 p.m., holidays excluded. At all other times, the dispatching function is handled by the Hillsborough County Sheriff's Department in Manchester.

### **Patrol**

The patrol division is supervised by Sgt. Jeffrey Costa and Sgt. Timothy O'Donaghue. The patrol officers continue to deliver effective, professional service to the citizens of Litchfield.

Many more warnings are issued than summons (tickets) for motor vehicle infractions. Motor vehicle enforcement has an effect of deterring other types of criminal activity as well as being a reason for the low number of traffic crashes involving serious bodily injury here in Litchfield. There have been two separate fatal motor vehicle crashes involving pedestrians this past year. MPO Dennis Tessier attended the At-Scene Traffic Crash/Homicide course which is the first course of three to assist in the investigation of these types of accidents. Residents in the area of Darrah Pond and Campbell High School reported explosions during the months of May and June. It was discovered that homemade bombs were being set off around town. The efforts of the patrol officers and detectives resulted in the apprehension of the suspect(s).

Respectfully,

David Donnelly  
Lieutenant

# LITCHFIELD POLICE DEPARTMENT

(continued)

## 2013 OFFENSE LOG STATISTICS

	2012	2013		2012	2013
Arrests			Issuing Bad Checks	4	5
Adult	125	113	Loitering	0	0
Juvenile	9	19	Lost Property	4	8
Protective Custody	16	5	Medical Emergency	4	83
Abandoned 911 Calls	34	32	Missing Person	5	7
Alarms	54	171	Neighbor Dispute	4	4
Alcohol, Prohibited Sales	0	4	Noise Complaint	0	31
Alcohol, Unlawful Possession	7	5	Obstructing Report of a Crime	2	1
Animal Involved Incidents	14	137	Open Door/Unsecured Building	0	0
Arson	2	1	Paperwork Service	47	198
Assaults (All)	41	46	Pawn Shop Sales	33	46
Attempted Suicide	3	1	Pistol Permit Application	172	238
Bench Warrant	3	3	Police Information	53	128
Burglary	26	25	Police Service	87	153
Burglary, Attempt to Commit	7	6	Pornography, Child	4	3
Bylaws as to Non Attendance, School	0	0	Receiving Stolen Property	3	3
Civil Standby	6	35	Recovered Property	1	0
Computer Related Crime	15	1	Resisting Arrest	3	7
Criminal Mischief	40	54	Robbery	0	0
Criminal Threatening	12	6	Robbery, Armed	0	0
Criminal Trespass	16	8	Robbery, Armed, Conspiracy to Commit	0	0
DWI (ALL)	34	39	Runaways	3	5
Default/Breach of Bail Conditions	4	4	Sex Offenders, Registration of	16	14
Department Assist	7	39	Shoplifting	0	1
Destruction/Vandalism	38	53	Shots Fired	1	0
Detaining Books, Overdue Matter	2	0	Stalking	5	1
Dog Control/Running at Large	11	10	Suicide	1	1
Dog a Menace, Nuisance/Vicious	9	3	Suspicious Activity	13	126
Dog, License Required	0	2	Suspicious Persons	3	40
Domestic Disturbance	33	44	Suspicious Vehicles	6	137
Drug Law Violation	17	26	Theft	45	29
False Information	0	0	Theft by Deception	1	1
False Report to Law Enforcement	0	0	Theft from a Motor Vehicle	11	5
Felon/Possession of Dangerous Weapon	0	0	Theft of a Motor Vehicle	1	4
Fire	4	10	Tobacco Violations	0	1
Fire Code Violations	1	0	Town Ordinance Violations	0	0
Fireworks, Display of	0	4	Truancy	0	0
Fireworks, Possession of	0	0	Unlawful Activities (Littering)	2	0
Forgery	0	1	Unruly Juvenile	8	13
Found Property	16	15	Untimely Death	4	4
Fraud, Attempt to Commit	2	5	Unwanted Person	3	14
Fraudulent Use of Credit Card	9	6	Vehicle Repossession	0	0
Harassment	13	19	Violation of Protective Order	4	5
Hindering Apprehension	0	0	Welfare Check	14	58
Identity Fraud	7	6	Wire Fraud, Attempt to Commit	1	0
Involuntary Emergency Admission	1	3	Business Checks	11,500	10,713

\*New Data Total Calls Handled 22,697 22,089



## ANIMAL CONTROL

Litchfield Residents:

This report summarizes the activities of the Litchfield Animal Control Department, for Calendar year 2012.

A few reminders for dog owners:

1. All dogs must be Licensed by April 30<sup>th</sup> of each year
2. All dogs must have an updated rabies vaccination
3. All dogs must be secured at all times
4. Dogs are not allowed to bark more than 30 minutes during the day or at all during the evening hours.
5. Dog Licenses are available at the Town Clerks office starting in January 2013

If you have any questions on these, or any other animal related questions, please contact the Animal Control Officer 424-4047.

Respectfully Submitted,

Gerry Pilon  
Litchfield Police  
Animal Control Officer

<u>Civil Summons</u>	<u>2012</u>	<u>Revenue</u>		<u>2013</u>	<u>Revenue</u>
Unlicensed Dog	69	\$1,725.00		94	\$2,350.00
Dogs Running at Large	3	\$75.00		0	\$0.00
Nuisance	1	\$25.00		1	\$25.00
Menace	0	\$0.00		0	\$0.00
Vicious	2	\$200.00		2	\$200.00
No Tags	0			0	
Rabies Vaccination	18	\$450.00		50	\$1,250.00
Kennel Fees	1	\$30.00		0	\$0.00
To appear in court	0			2	\$0.00
Service Fee	55	\$275.00		75	\$375.00
<b>Total</b>	<b>149</b>	<b>\$2,780.00</b>		<b>224</b>	<b>\$4,200.00</b>

## ANIMAL CONTROL

	<u>2012</u>	<u>2013</u>
<b>WARNINGS</b>		
Unlicensed Dog	25	26
Dogs Running At Large	45	39
Nuisance	18	16
Menace	2	2
Vicious	4	0
No Tags	4	3
Rabies Vaccination	3	2
<b>Total</b>	<b>101</b>	<b>88</b>

<b>WILD ANIMAL CALLS</b>		
Bat	5	7
Bear	1	1
Beaver	2	1
Bird	11	6
Coyote	8	13
Deer	30	34
Fisher	7	4
Fox	12	12
Goose	3	2
Horse	4	3
Opossum	4	8
Porcupine	0	1
Raccoon	12	10
Skunk	15	15
Snake	3	0
Squirrel	0	2
Turkey	1	2
Turtle	6	5
Woodchuck	5	14
Other	0	0
Trap Set for Wild Animal	0	0
Disposal of Wild Animal	12	15
<b>Total</b>	<b>141</b>	<b>155</b>

<b>OTHER CALLS FOR SERVICE</b>	<u>2012</u>	<u>2013</u>
Calls about Cats	16	23
Cat Bites or Scratches	0	0
Cats Hit By Motor Vehicle	0	0
Cats Euthanized	0	0
Feral Cats	1	1
Traps set for cats	0	1
Dog Bites	4	7
Dogs Hit By Motor Vehicle	0	0
Dogs Left In Motor Vehicle	0	0
Dogs to another shelter	1	0
Dogs Euthanized	1	0
Dogs Tested For Rabies	0	0
Dogs Picked Up	47	37
Dogs Brought To Kennel	27	24
<b>Total</b>	<b>96</b>	<b>93</b>

<b>LICENSED DOGS</b>	<b>1,689</b>	<b>1,672</b>
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<b>TELEPHONE</b>		
In Station	142	138
Out Station	114	133
In Home	80	49
Out Home	78	48
<b>Total</b>	<b>414</b>	<b>368</b>

<b>HOURS WORKED</b>		
In Town	533	452
At Home	235.5	260
At Kennel	27	24
Training	8	4
<b>Total</b>	<b>803.5</b>	<b>740</b>

<b>VEHICLE</b>		
Mileage	4,381	3,929

Cost For Gas	\$2,723.00	\$2,335.00
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## **2013 FIRE DEPARTMENT REPORT**

This year began with the purchase of two Zoll Cardiac monitor-defibrillators to replace older and outdated units. The new units were purchased following approval of the warrant article in March and increased the department's ability to provide enhanced level care and telemetry to the hospital. These units were put into service in April and have been used several times already to provide the highest level of care to our residents.

The year had some changes in staff; with the reorganization of the department, firefighters Rob Desmond and Ed Glancy were promoted to Lieutenant and will each oversee a company of 6 firefighters. Additionally, several new on-call firefighters came on board, Seth Miller, Chuck Bouley, Chris Patten, and Brian Kimball joined the department. James (JT) Bavaro came back to the department after a two year absence. Firefighters Ted Farnham and Michael Goulet resigned during the course of the year

This year the department continued to complete the several remaining goals that were established in 2012:

Review and revision of response protocols (Run Cards)

Needs analysis of training levels and needed programs

Development of capital needs/expenditures program

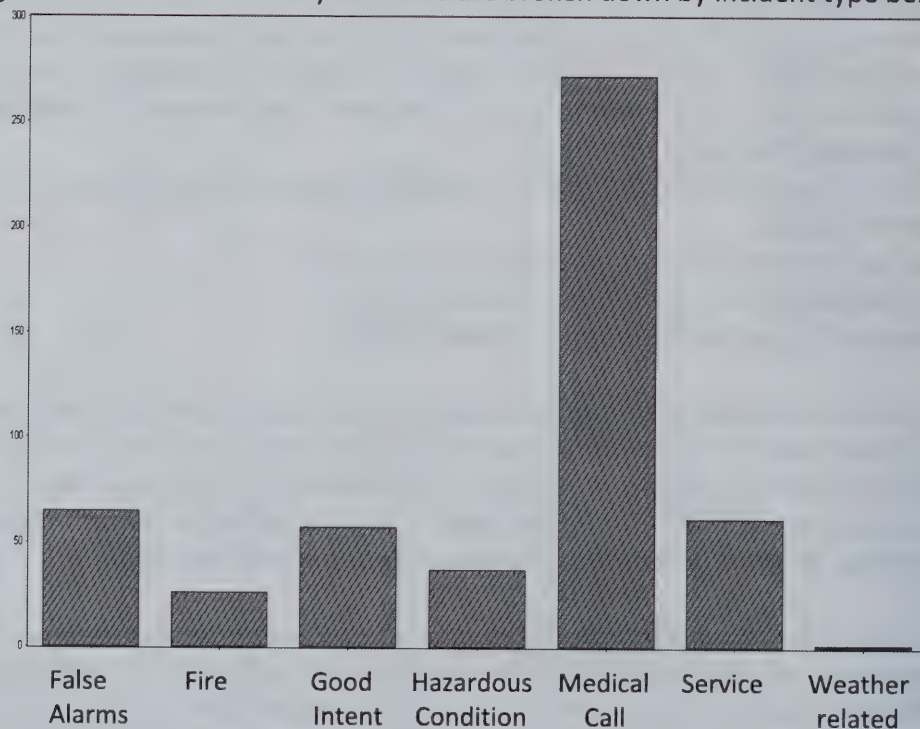
In March, new response protocols were enacted providing a structured response to all possible types of incidents. The protocols also provide for pre-established response from other communities for larger incidents. Ironically, shortly after the protocols being put in service, the Wilson Barn fire occurred. The incident which required extensive mutual aid from several communities clearly demonstrated the efficiency of the response plan.

As a continuation of our training program analysis, we have proposed a formal fire training program similar to the EMS program that was launched in April 2012. Beginning in 2014, the bimonthly trainings for fire personnel will be developed and provided by a company that specializes in such programs. With the increased training requirements, having one of our on-call officers manage the training program became overwhelming and beyond a reasonable expectation for an on-call officer.

In order to develop a comprehensive capital needs program, several facets of the department were reviewed. In order to develop an apparatus replacement program, a fleet analysis was conducted by an independent apparatus repair center. I am pleased to report that all of the fire apparatus is in good repair and there are no major pending repairs. While some of the apparatus has reached or exceeded its 20 year life span, it is anticipated that they will provide another 3-5 years of service. The air packs used by firefighters to work in oxygen deficient environments' are close to their 15 year life span and are being requested for replacement

## **2013 FIRE DEPARTMENT REPORT**

through Assistance to Firefighters Grant from FEMA. Successful award of this grant will save the community approximately \$180,000. The other major capital challenge facing the department is the need to replace the current fire station. This will allow the department to conduct space and needs analysis on the current fire station in order to provide a reasonable plan to replace the current fire station. The department has outgrown the current station; several pieces of equipment are unable to be housed inside with some actually being stored at the Highway Department, others require winterization in order to prevent damage during the cold weather and rendering them unusable during several weeks of spring and fall. Additionally, the current lacks adequate office, storage, and training space. The department responded to a total of 520 requests for service in 2013. Medical calls attributed the largest percentage of our calls. There were several significant building fires including a fatal fire in 2013. The year's calls are broken down by incident type below.



As in the past, members of the department provided first aid and CPR training for several different organizations resulting in over 70 people certified or recertified in CPR and Automatic External Defibrillator (AED). The department also provides car seat safety inspections, 7 new parents and/or grandparents had their car seat installation checked by our certified car seat installation technician. Please contact us if you would like to have your car seat checked. We continue to offer car seat installation inspections assisting parents and grandparents in the proper installation of child safety seats. The department offers a wide variety of programs for the community, some of which include:



## **2013 FIRE DEPARTMENT REPORT**

Basic first aid  
CPR and AED  
Car Seat safety inspections  
Seasonal fire permits program and inspections  
School safety and fire drill programs

### **Outdoor Burning Information:**

Outdoor Burning:

Per RSA 227-L:17, the state of New Hampshire requires anyone who wishes to burn clean, ordinary combustibles such as brush or untreated lumber, or have a camp or cooking fire to have written permission from the landowner *and* a written fire permit from the local forest fire warden or local fire department in the town or city where the fire will be kindled.

In an effort to promote outdoor fire safety as well as communicate the daily fire danger, firefighter Seth Miller volunteered to construct a new Daily Fire Danger sign that was installed slightly north and on the opposite side of CBH from the fire station. The sign is much more visible to the passing motorist than the older tree shaped sign on the fire station. Seth's talents were greatly appreciated and the new sign will be a great asset to the department and community.



## **2013 FIRE DEPARTMENT REPORT**

### **Seasonal Fire Permits:**

Seasonal permits are available for category 1 & 2 fires; these type fires include campfires, cooking fires and most of the popular fire pits available in many stores. We also offer residents the opportunity to receive an email each day with the daily fire weather and status of burn permits. If you are interested in receiving this, please send an email to Capt. Doug Nicoll at [info@litchfieldfd.com](mailto:info@litchfieldfd.com) requesting to be added to the daily fire weather list.

In an effort to enhance customer service, beginning in 2014 we will no longer be requiring attendance at a seasonal fire permit class. In order to obtain a seasonal permit for a Category 1 or 2 fire pit you may come into the fire station to apply for the permit, an inspection will be conducted and provided the fire pit meets all local and state requirements the land owner will be issued a seasonal permit.

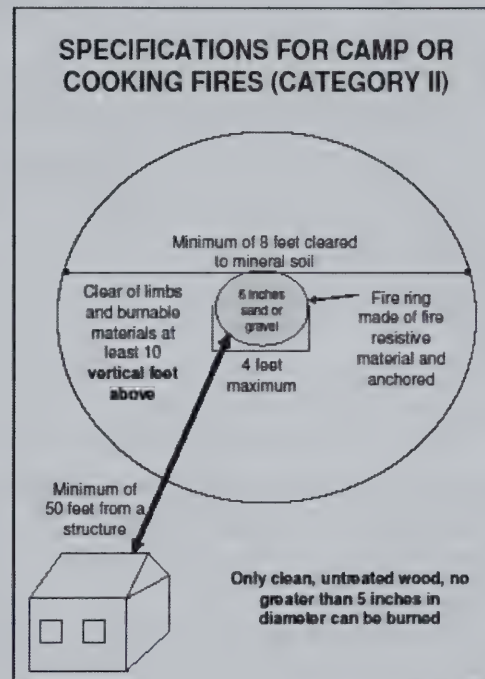
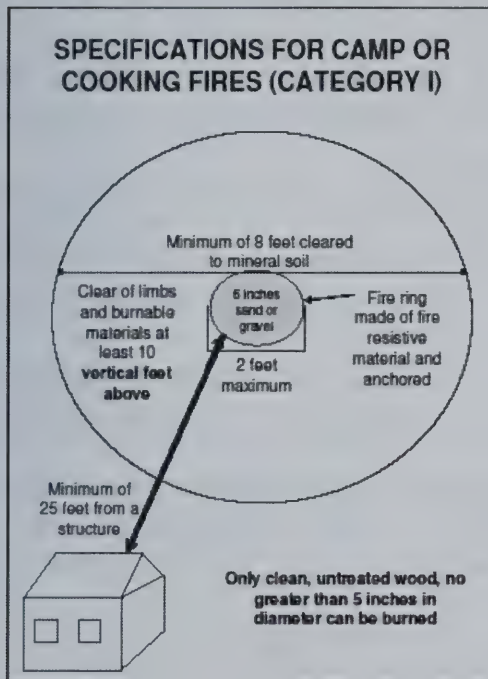
**Specifications for distance and size requirements for seasonal category 1 & 2 burning permits.**



## 2013 FIRE DEPARTMENT REPORT



### STATE OF NEW HAMPSHIRE FOREST PROTECTION BUREAU



### Frequently Asked Questions about Outdoor Burning:

**Where do I obtain a Fire Permit?** - Fire Permits are obtained locally through the Forest Fire Warden, Deputy Warden's and Issuing Agents. You can contact your Town Office or Fire Department to find out who your town Forest Fire Warden is.

**How much does a Fire Permit cost?** - There is no cost to obtain a written fire permit.

**When is a Fire Permit Required?** - A Fire Permit is required anytime there is not a 100 foot radius of complete snow cover around the fire. **NOTE: Town Ordinance requires that a permit is required year round.**

## 2013 FIRE DEPARTMENT REPORT

**What can be burned?** - Clean, untreated wood and brush. Material must be no greater than 5 inches in diameter.

**What time can a fire be kindled?** - Fires may only be kindled after 5:00 p.m. and must be extinguished before 9:00 a.m. There are two exemptions to this:

1: When the Forest Fire Warden determines that conditions are appropriate Category I (Campfire) permits may allow for a small (under 2 foot diameter) fire to be burned during the day.

2: When there is continuous rain fall, however, the fire must be extinguished when the rain stops and depending on what town you are burning in, there may be some variances to these times. **A Fire Permit is still required when it is raining.**

**What cannot be burned?** - Combustible domestic waste as defined by RSA-125N, including, but not limited to:

Household trash

Packaging Material

Plastic

Coated or laminated paper

Rubber

Painted or treated wood

Coated or treated cardboard

Oily rags

Animal, vegetable and kitchen waste

Treated wood or composite materials

I will close this report by extending my heartfelt thanks to the members of the department for their ongoing commitment and dedication to the community. I am honored to lead such a great group of dedicated firefighters who selflessly give of themselves to protect the community 24 hours a day 7 days a week, 365 days a year.

*We would also like to thank you, the residents for your continued support of **your** fire department!*

Yours in Safety,



Francis X. Fraitzl, III, EFO, CFO  
Fire Chief



Annual Fire Truck Parade



## **2013 FIRE DEPARTMENT REPORT**

### **FOREST FIRE WARDEN AND STATE FOREST RANGER**

Your local Forest Fire Warden, Fire Department, and the State of New Hampshire Division of Forests & Lands, work collaboratively to reduce the risk and frequency of wildland fires in New Hampshire. To help us assist you, please contact your local Forest Fire Warden or Fire Department to determine if a permit is required before doing ANY outside burning. Under State law (RSA 227-L:17) a fire permit is required for all outside burning, unless the ground is completely covered with snow. The New Hampshire Department of Environmental Services also prohibits the open burning of household waste. Citizens are encouraged to contact the local fire department or DES at 603-271-1370 or [www.des.state.nh.us](http://www.des.state.nh.us) for more information. Safe open burning requires diligence and responsibility. Help us to protect New Hampshire's forest resources. For more information please contact the Division of Forests & Lands at (603) 271-2214, or online at [www.nhdf.org](http://www.nhdf.org).

This past fire season started in late March with the first reported fire on March 26th 2013. April, which is the traditional start to our spring fire season, started very dry with little measurable precipitation until the middle of the month. Approximately 70% of our reportable fires occurred during the months' of April and May. The largest fire was 51 acres on April 29th. 81% of our fires occurred on class 3 or 4 fire danger days. By mid May, extensive rains began which provided us with a very wet summer overall. We had a longer fall fire season due to drier than normal conditions following leaf fall. Fortunately most of these fires were small and quickly extinguished. As has been the case over the last few years, state budget constraints have limited the staffing of our statewide system of 16 fire lookout towers to Class III or higher fire danger days. Despite the reduction in the number of days staffed, our fire lookouts are credited with keeping most fires small and saving several structures due to their quick and accurate spotting capabilities. The towers fire spotting was supplemented by the NH Civil Air Patrol when the fire danger was especially high. Many homes in New Hampshire are located in the wild land urban interface, which is the area where homes and flammable wild land fuels intermix. Several of the fires during the 2013 season threatened structures, a constant reminder that forest fires burn more than just trees. Homeowners should take measures to prevent a wild land fire from spreading to their home. Precautions include keeping your roof and gutters clear of leaves and pine needles, and maintaining adequate green space around your home free of flammable materials. Additional information and homeowner recommendations are available at [www.firewise.org](http://www.firewise.org). Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

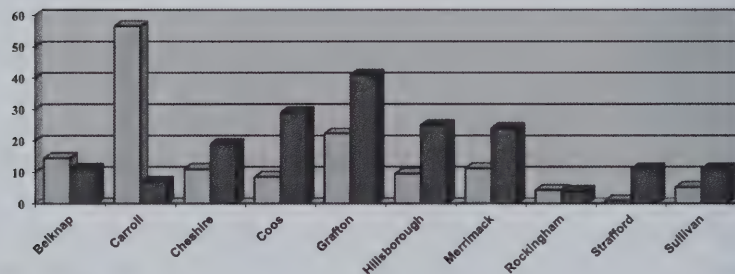
# 2013 FIRE DEPARTMENT REPORT

## 2013 FIRE STATISTICS

(All fires reported as of November 2013)

(Figures do not include fires under the jurisdiction of the White Mountain National Forest)

COUNTY STATISTICS		
County	Acres	# of Fires
Belknap	14.5	11
Carroll	56.5	7
Cheshire	11	19
Coos	8.5	29
Grafton	22.3	41
Hillsborough	9.5	25
Merrimack	11.2	24
Rockingham	4.3	4
Strafford	1	11
Sullivan	5.2	11



CAUSES OF FIRES REPORTED		Total	Fires	Total Acres
Arson	1	2013	182	144
Debris	69	2012	318	206
Campfire	12	2011	125	42
Children	1	2010	360	145
Smoking	10	2009	334	173
Railroad	0			
Equipment	4			
Lightning	0			
Misc.* 85 (*Misc.: power lines, fireworks, electric fences, etc.)				

ONLY YOU CAN PREVENT WILDLAND FIRE



# SOUTHEASTERN NEW HAMPSHIRE HAZARDOUS MATERIALS DISTRICT

**Richard H. Snow**

**Selectman, Candia**



**Chief Thomas McPherson, Jr.**

**Windham Fire Department**

## About the District:

The Southeastern New Hampshire Hazardous Materials Mutual Aid District's membership is comprised of 14 communities, covering approximately 350 square miles with a population of over 175,000 people. The District was formed in 1993 to develop a regional approach for dealing with the increasing amounts of hazardous materials being used and transported within these communities. This District is recognized by the State of New Hampshire as the Regional Emergency Planning Committee (REPC) for the member communities. The REPC, consisting of representatives from local government, industry, and the general public, works with industry to insure their compliance with federal regulations for the reporting of chemicals used within and traveling through the District.

The District draws its funding from an annual assessment from each community as well as from grants and donations. The 2013 operating budget for the District was \$113,353.00. Additionally, in 2013 the District applied for and received federal grants for equipment, training, and operational expenses totaling \$79,212.39.00. The Fire Chiefs from each of the member community's make-up the Operations Committee of the District. The Operations Committee is overseen by a Board of Directors consisting of elected representatives from each community. It is the Board of Directors who approves the budget and any changes to the bylaws of the District. The Executive Board of the Operations Committee, which consists of the Chairman, Vice-Chairman, Treasurer, Technician Team Liaison, and one Member at Large, manages the operations of the District within the approved budget. The District employs a part-time REPC Director to manage the administrative functions of the District, including grants management, financial management, and emergency planning.

## District Facility

As part of the District's 2013 operating budget, the Board of Directors and Operations Committee supported the costs associated with the rental of garage and office space for the storage and operation of the District's resources. In June, the District secured a facility in Windham that provides adequate space to house its two response trucks, technician trailer, and operations trailer, as well as provide office and meeting space for the REPC Director. In addition, the District is able to utilize the facility for monthly training for the Emergency Response Team. This is the first time since the District's inception in 1993 that it has a "home".

## The Emergency Response Team:

The District operates a Technical Emergency Response Team. This Response Team is overseen by one of the member community's Chief Fire Officer who serves in the Technical Team Liaison position. The Team maintains a three level readiness response posture to permit it to immediately deploy an appropriate response to a District community's request for help involving an unplanned release of potentially dangerous chemicals within their jurisdiction. While the Team primarily prepares for response to unplanned accidental chemical releases it is also equipped and trained to deal with a variety of Weapons of Mass Destruction (WMD) scenarios. The team maintains a host of specialized response equipment to deal with chemical and environmental emergencies.

## **SOUTHEASTERN NEW HAMPSHIRE HAZARDOUS MATERIALS DISTRICT**

The Emergency Response Team is made up of 32 members drawn from the ranks of the fire departments within the District. The Team consists of 6 Technician Team Leaders, 20 Technician Level members, 3 Communication Specialists, and 2 Information Technology Specialists. In addition to members drawn from member fire departments, the team also includes members from various backgrounds that act as advisors to the team in their specific areas of expertise. These advisors include an industrial chemist, and police officers.

The Team maintains a fleet of vehicles and specialized equipment with a value of approximately \$1,000,000. The vehicles consist of a Mobile Command Support Unit, two Response Trucks, three Spill Trailers, a Technician Trailer, an Operations/Spill Trailer and a Firefighting Foam Trailer.

This mobile apparatus carries the team's equipment which includes chemical detection and identification instruments, containment supplies, plugging, patching and intervention supplies, communication equipment, computer based and other chemical reference guides as well as chemical protective equipment. The two Response Trucks along with the Technician and Operations Trailers are housed in our Windham facility, while spill trailers are located in Derry, Hooksett and Plaistow, allowing for rapid deployment. The Command Support Unit is housed at Londonderry Fire and the Foam Trailer is housed by Salem Fire. Activation of the team is made by the request of the local Incident Commander through the Derry Fire Department Dispatch Center.

### **Response Team Training**

In 2013 the Emergency Response Team completed 1080 hours of training consisting of monthly training drills and specialized classes attended by team members. These specialized included Computer Aided Management of Emergency Operations (CAMEO), Clandestine Drug and Explosive Labs, and Response to Terrorist Bombing. The Team also worked with The Emergency Film Group, a large developer of training programs for first responders, in the production of a program on "Risk Based Response to Hazardous Materials Incidents."

The Team also provides training to member fire departments, in various subjects, including hazardous materials response, basic spill control and containment, flammable liquid fires and foam operations, and response to suspicious/unknown packages or substances.

### **Emergency Responses**

In 2013 the Team responded to fifteen incidents within the District. These incidents included requests for technical assistance for member departments where a Response Team Leader provided consultation to the fire department on the handling of an incident. Additionally, team responses included hydrocarbon fuel spills and assisting the NH State Police Bomb Squad and local police departments with identifying unknown substances. District resources were also utilized to support local fire departments, including the mobile command post, at large incidents and portable shelters to support firefighter rehab.

For further information about the Southeastern New Hampshire Hazardous Materials District please visit our website at [www.senhazmat.org](http://www.senhazmat.org)



## PLANNING BOARD

The Litchfield Planning Board is made up of volunteer town residents who are appointed by the Board of Selectmen to serve the Town by guiding and making recommendations related to the development of the municipality. The members and alternates meet every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month throughout the year. The members and alternates listed below are supported by Nashua Regional Planning Commission (NRPC) for guidance in drafting and implementing local land use laws and monitoring State and Federal laws impacting the Town.

Over the past year, funded by a grant from NH Housing Finance Authority (NHHFA), the Litchfield Planning Board has been working to understand Litchfield's residents' vision for the future of the community through a future land use mapping workshop, one-on-one conversations with local residents and business owners, and a community survey. Based upon what residents stated, the board has been working to update regulations to balance future opportunities to protect the town's agricultural character and allow for non-residential development in a way that blends with the community's character. Additionally, the Board has been working to update regulations such as its bylaws and description of zoning boundaries – both last reviewed in 1989.

Following are highlights of the items worked on by the Planning Board in 2013:

### **Planning Board Bylaws:**

The Town of Litchfield Planning Board Bylaws was last updated in 1989. Amendments have been adopted to be consistent with current State law and practices.

### **Agriculture Overlay District:**

The Agriculture Overlay District, as envisioned, would be a new Zoning Ordinance section designed to promote the preservation of existing agricultural land and character along Route 3A while maintaining the existing development rights of land owners. Based on feedback from members of the community, this effort was deemed to require more work before being brought to the voters. The Planning Board will continue to work toward agricultural lands preservation in 2014 and beyond.

### **Aquifer Protection Overlay District:**

Minor amendments are proposed to the Aquifer Protection District to clarify existing provisions. The definition of impervious is updated to reflect current science and practice. A reminder that a current use permit is already a provision of the ordinance for applications will exceed 15% impervious is added earlier in the ordinance. Lastly, the referenced zoning districts are amended to correctly cite the current zoning districts.

### **Commercial, Transitional and Commercial-Industrial Zoning Ordinances:**

The intent of the proposed amendments to the Non-Residential Zoning Districts (Commercial, Transitional, and Commercial-Industrial) was to promote development with a small New England town

## PLANNING BOARD

character and set standards and boundaries that match existing parcel configurations. A new section (408) of General Requirements for Non-Residential Uses consolidates all common requirements, which are in turn struck from the individual districts, to eliminate redundancy and adds new standards to protect community character.

Amendments to sections 600 – 1000 include reduced frontage requirements (200 feet on Routes 3A and 102), amend permitted uses to be consistent with existing and desired development, and amend zoning district boundaries to reduce instances of split lot zoning and update parcel references to correspond to the current assessing maps.

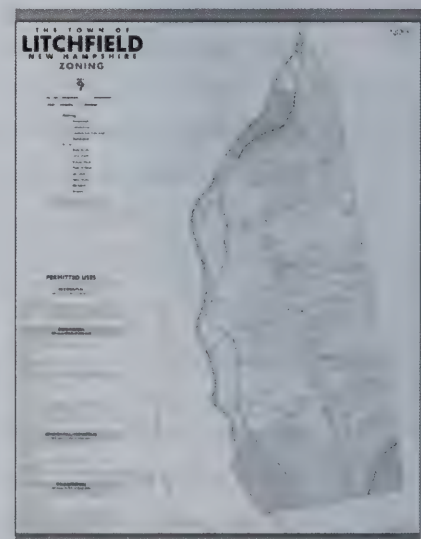
### **Site Plan Review Regulation Amendments:**

Amendments are proposed to three subsections within the Regulation's General Standards section. Amendments proposed to 120.1.5 Number, Spacing, and Width of Access Points, require 300 feet of separation between driveways and encourage shared access points on Routes 3A and 102 to minimize traffic and congestion and maintain a more rural character. Amendments proposed to 120.8 Landscaping require any potential unsightly features be screened from view. Lastly, 120.11 Compatibility is proposed to be amended to ensure any future development is compatible with the existing surroundings.

### **Multi-Family Residential Overlay District:**

The proposed overlay is updated from that proposed in 2013 to better identify the overlay boundaries based on public input. The new Multi-Family Residential Overlay District is proposed to provide opportunities for development of multi-family housing as required by state law. As drafted, the ordinance requires any new multi-family construction to maintain the existing character of the neighborhood. The minimum lot size proposed is 2 acres for the first 3 dwelling units, with an additional 5,000 square feet required for each additional unit and no more than 6 dwelling units may be permitted in any one structure. The proposed district boundaries are the Residential and Transitional Districts north of Leach Brook and the Residential, Commercial and Transitional Districts south of Page Road and east of Route 3A.

Respectfully submitted,  
Russell Blanchette, Chairman  
Thomas Young, Vice-Chairman  
Frank Byron, Selectmen's Rep.  
Kevin Bourque, Selectmen's Rep. (alt)  
Bob Curtis  
Michael Caprioglio  
Michael Croteau





## RECREATION COMMISSION

The Litchfield Recreation Commission (LRC) was established by the Town in 2000, pursuant to State law RSA 35-B. The LRC provides leadership for the Town's Parks and Recreation Department. Unlike most towns in the local metropolitan area, Litchfield has no professional parks and recreation director or administrative staff, and so most of the efforts in running this department and carrying out recreational programs are accomplished by volunteers, local organizations, and contractors.

The LRC is composed of seven full members (one of which is a Selectman ex-officio appointment) and four alternates. At the start of 2013, the LRC was comprised of six full members and one appointed alternate. We lost one full time member, Jason Allen, who we thank for his enormous help. He has continued to volunteer his help with many of our programs. Keith Buxton became a full member in Jason's place. Kevin Bourque joined us as the Selectman ex-officio. John Bryant continued as the Chairman of the Commission, with Andy Collins continuing as Vice-Chair. We currently have 2 alternate positions available. Our current schedule for meetings is the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month at 7:30pm at Town Hall.

Mr. Ben Arria continued as Custodian/Groundskeeper on a part-time basis for a total of 8 to 10 hours per week. He was the only person employed by the Parks and Recreation department in 2013. The Commission publicly thanks Ben for his dedication and service again this year. He continues to keep Talent Hall and the various parks in good repair and cleanliness, including restocking supplies, removing ice and snow around Talent Hall, making numerous minor repairs, and repainting walls. He gave of his time beyond his scheduled hours to assist us in various programs throughout the year.

### **Fields, Facilities, and Partnerships**

The LRC interacted with Town schools, civic organizations, and local sports leagues to cooperatively provide recreational opportunities. The LRC acts as an approval and scheduling authority for field and facility requests, sets rules for proper usage and access, and provides for maintenance of fields and facilities. Those facilities under the LRC's jurisdiction in 2013 were the same as in past years with the addition of the new field space off Albuquerque Avenue, Litchfield Park at Sawmill Brook.

- Roy Memorial Park (2 Woodhawk Way), including Talent Hall and all park grounds
- Scott F. Innes Sr. Field, formerly known as "Brickyard Field" (Brickyard Drive)
- Corning Road baseball fields (Brook Road)
- Jeff Lane baseball fields
- Public tennis courts (Albuquerque Avenue)

It should be noted that the LRC only has authority over Town-owned recreational properties and facilities. It does not have authority or responsibility for those owned by the School District, Conservation Commission, privately-owned properties, and Darrah Pond proper (the water body itself, which by State law is the property of the State of New Hampshire).

To provide and maintain fields and facilities, the LRC relies on contracted services for field mowing and maintenance, landscaping, major repairs, and professional services such as inspections. Other paid services include trash removal, chemical toilets, and utilities for electricity, water, and propane.

## RECREATION COMMISSION

A significant amount of volunteer efforts and in-kind contributions were and continue to be made by many individuals and organizations, helping to offset costs while improving facilities and quality of life here in Litchfield. Those listed below are the local organizations that LRC interacted with this year, demonstrating some of the recreational opportunities and benefits provided to the Town through these partnerships (in alphabetical order):

- Litchfield Arsenal Travel Baseball Team
- Litchfield Baseball Association
- Litchfield Blast Travel Softball Teams
- Litchfield Girl Scouts
- Litchfield Girls Softball League
- Litchfield Lions Club
- Litchfield School District
- Litchfield Pickleball Association
- Litchfield Playgroup
- Litchfield Recreational Basketball League
- Litchfield Seniors Group
- Litchfield Youth Lacrosse League
- Litchfield Youth Soccer Association
- Litchfield Youth Wrestling
- St. Francis School

The above organizations provided a mix of recreational events and services during the year:

- Youth sports instruction and clinics
- Youth sport games and tournaments
- Adult recreational activities
- Senior citizen recreational activities
- Family-fun days
- Entertainment events such as comedy nights, talent shows, and concerts
- Civic events such as fundraisers, cancer and hunger walks
- Scholarships to graduating CHS seniors

### **LRC Projects in 2013**

In 2013 the LRC opened the new field space at the tennis courts on Albuquerque. The complex was named Litchfield Park at Sawmill Brook. This space accommodates the youth soccer and lacrosse programs which were in great need of field space. Our goal is to add other activities and facilities as space and funding permit in the years to come, creating a facility with something to offer to all age groups and interests. We would like to thank Litchfield Troop 11 Boy Scout Harrison Hidalgo who constructed the entrance sign to the park as well as a message center at the entrance to the fields as his Eagle Scout project. He put in many hours of hard work and did an outstanding job



## RECREATION COMMISSION

The tennis courts on Albuquerque were recently lined by the Litchfield Pickleball Association to allow needed outdoor space for their use. Pickleball is one of the fastest growing sports in the US right now!

Work on the Pavilion at Darrah Pond was completed with the exception of a few minor items to be addressed in the spring. The funding for this project began with the 275<sup>th</sup> Anniversary Committee and was helped with donations from Litchfield Pickleball Association and an anonymous donor. We would also like to thank Sousa Homes for the donation of their services in constructing the Pavilion and Pierre Garand for obtaining the donation of roofing materials. The pavilion will be opened for use in the spring of 2014.

We held our 1<sup>st</sup> annual Litchfield WinterFest at Darrah Park in February of 2013. An estimated 600+ residents took part in the various activities. The event began with a night of children's activities at Talent Hall and continued with events on Saturday including sled dog rides, kids snowmobile rides, a residents vs. responders hockey game, chili cook off and a bake sale. Plans are in place for an expanded WinterFest again in February 2014. Special thanks to Commissioner Keith Buxton for taking the lead and recruiting a great group of community volunteers to make this event happen.

A group of volunteers also built a skating rink at Darrah which was open for public skating. Families, individuals and groups wishing to play hockey all used the rink. We received many positive comments from residents who appreciated an in-town skating area.

Litchfield's 1<sup>st</sup> Annual Turkey Bowl was held on Thanksgiving Day, 2013. We had a great turnout, greater than expected. It was a competitive but fun game on a very cold day and the South team eventually came out with the win. The North will be looking for their win in 2014!

We also held a sports equipment swap in the fall of 2013. What a great way to sell or give away slightly used equipment or to pick up needed equipment for your own children.

Our Seniors Group continued to be very active in 2013. The group meets on a regular basis for luncheons, entertainers, speakers and many other activities. This group is led by Betty Darling and Pat Jewett.

The Litchfield Playgroup continues to meet weekly at Talent Hall. They held another successful Easter Egg Hunt at Roy Memorial Park/Talent Hall last spring. They can be found on Facebook for additional information.

In the fall of 2013 a large-scale cleanup of the Roy Memorial Park took place. Thank you to Kevin Lynch who oversaw this effort and obtained hundreds of hours of manual labor from a program offered by the NH Department of Corrections. The cleanup included clearing trees/brush, insulation repairs to Talent Hall, pavilion work and general cleanup of the park. This work will continue into 2014 with a pond milfoil treatment and removal effort organized by the Litchfield Conservation Commission.

The Commission is always interested in hearing of other activities that residents have an interest in. Please contact us with ideas or suggestions or to offer to help with our programs. You can reach us by email at [rc@litchfieldnh.gov](mailto:rc@litchfieldnh.gov) or on Facebook. You can also visit our website at [www.litchfieldrec.com](http://www.litchfieldrec.com)

In closing, it is the Litchfield Recreation Commission's mission to promote and increase recreational opportunities in our Town; to keep our Towns' recreational facilities open, safe, and cost-efficient within available funding; and

## RECREATION COMMISSION

manage to the best of our abilities the Town's available resources for parks and recreational purposes. We encourage any residents interested in improving Litchfield's recreational services to consider joining the Recreation Commission (contact Town Hall for further information).

--Submitted by the 2013 Litchfield Recreation Commission:

John Bryant, Chairman  
Andy Collins, Vice-Chairman  
Sandy Vance, Secretary  
Betty Darling, Member  
Keith Buxton, Member  
Colleen Gamache, Member  
Kevin Bourque, Selectman ex officio



Snowmobiling at Winterfest 2013



## MOSQUITO CONTROL DISTRICT

Similar to last year, the 2013 mosquito season for the town presented a number of challenges to the district. Fortunately with good planning and cooperation from the various town departments as well as the school district we were able to successfully complete the year with no animal or human infections. It is through this type of cooperation that our town continues to benefit from the work that the mosquito control district as well as our departments and community provide.

During the early part of the season the mosquito control district identified several potential mosquito breeding grounds that represented significant issue with regards to the proximities of the schools and parks of our community. Once these issues had been raised to the various town department heads as well as the superintendent of schools, immediate action to resolve the issues took place. Several issues local to the schools had been addressed by the school superintendent. Several new practices have been adopted at the schools which include but are not limited to:

- visual inspections of school grounds for potential mosquito breeding hazards
- garbage containers and garbage container lids will be properly covered and properly positioned
- manholes and other types of drainage adjacent to the school buildings will be properly treated by Municipal Pest Services (towns contractor)
- treatment along the tree lines bordering athletic fields during late summer and early fall was approved and implemented

Additionally, the town's road agent had assisted in the removal of several breeding hazards identified by the mosquito control district at various parks throughout our community. Working together, the health officer as well as the road agent and the members of the mosquito control district identified and corrected several areas within the town's parks and walkways. While additional work still needs to occur regarding drainage swales and runoffs our sidewalks and parks are clearly in better shape today.

### The NH State testing criteria for 2013:

The mosquito season was separated into two phases for mosquito submissions, phase I (early season) and phase II (mid to end season). Note that these criteria have been updated for 2013 (species added are underlined).

#### Phase I

July 1 through July 31, 2013 (dates pertain to date of collection):

Cs. morsitans, Cs. melanura, Cx. pipiens, Cx. restuans, Cx. pipiens/restuans, Oc. canadensis, and Ae. vexans.

Only these species will be tested. Any batch (group of mosquitoes) size may be submitted, but cannot exceed 50 mosquitoes.

#### Phase II

August 1 or first NH EEE or WNV detection (whichever comes first) through September 30, 2013:

In addition to the above species, Ae. cinereus, An. punctipennis, An. walkeri, Cq. perturbans, Cx. salinarius, Oc. japonicus, Oc. triseriatus, Oc. sollicitans, and Ps. Ferox will be tested if batch size > 10 mosquitoes (but cannot exceed 50 mosquitoes).

## MOSQUITO CONTROL DISTRICT

### 2013 Litchfield Adult Mosquito Summary:

Adult mosquito surveillance was conducted from 06/6/2013 to 10/10/2013 (NH State Health Lab extended trapping and testing until October 15, 2013). Although the NH State lab did not accept specimens until July 1st, we started trapping in June to track/assess annual mosquito populations for *Cq. perturbans* (cattail swamp mosquito) treatments as well as early trapping for *Cs. melanura* (primary EEE mosquito)...

5,751 total individuals collected

22 different species identified

5,751 total individuals collected  
22 different species identified

2013 Species	# Collected	% of Total
<i>perturbans</i>	2630	44.33%
<i>vexans</i>	885	14.92%
<i>canadensis</i>	822	13.85%
<i>trivittatus</i>	448	7.55%
<i>ferox</i>	358	6.03%
<i>cinerus</i>	208	3.51%
<i>salinarius</i>	132	2.22%
<i>punctipennis</i>	128	2.16%
<i>walkeri</i>	90	1.52%
<i>excrucians</i>	82	1.38%
<i>melanura</i>	42	0.71%
<i>quadrimaculatus</i>	25	0.42%
<i>abserratus</i>	24	0.40%
<i>triseriatus</i>	21	0.35%
<i>sapphirina</i>	18	0.30%
<i>provocans</i>	10	0.17%
<i>japonicus</i>	3	0.05%
<i>punctor</i>	2	0.03%
<i>territans</i>	2	0.03%
<i>intrudens</i>	1	0.02%
<i>morsitans</i>	1	0.02%
<i>pipiens</i>	1	0.02%
	5751	

1 batch consisting of 2 adult *Cs. melanura* specimens collected in June 2013 were sent, as a separate company project, to Connecticut Agricultural Experimental Station for gutcontent analysis and EEE testing, results are pending. All batches sent from June 2012 tested negative for EEE.



## MOSQUITO CONTROL DISTRICT

33 6/13/2013 7 Nathan, Litchfield L = Light Cs melanura 2 CONN 2 CDC carbon dioxide/light traps were placed weekly at 2 locations which our surveillance team, in conjunction with the Centers for Disease Control recommendations, determined produced sufficient numbers of Cs. melanura to send for testing.

7 Nathan, Litchfield

19 Foxwood, Litchfield

83 total mosquito batches\* (1,912 adults) were sent to Concord Lab. One batch tested Positive for EEE on 8/29/2013.

8/29/2013 L8291365 7 Nathan, Litchfield L = Light Cq perturbans 50 EEE

\*A batch consists of 50 or less individual adult female mosquitoes of the same genus and species.

### As reported by the DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF PUBLIC HEALTH SERVICES

## 2013 NH ARBOVIRUS TESTING RESULTS

### Eastern Equine Encephalitis & West Nile Virus

Testing results are updated on Fridays as new positives are identified so this report may not reflect the most recent results.

#### EEE Testing Results

July 1, 2013 – October 11, 2013

	Prior Year Totals					
	2013	2012	2011	2010	2009	2008
Mosquito Batches Positive*	24	9	0	0	73	8
Animals Positive	3	4	0	1	7	1
Humans Positive	0	0	0	0	1	0

\*A mosquito batch is a collection of mosquitoes sorted by species, date of collection, and trap location.

#### WNV Testing Results

July 1, 2013 – October 11, 2013

	Prior Year Totals					
	2013	2012	2011	2010	2009	2008
Mosquito Batches Positive	14	41	9	1	0	1
Animals Positive	1	0	0	0	0	0
Humans Positive	1	1	0	1	0	0

#### New Hampshire Arbovirus Testing – Mosquito Batches

Town or City	Date Collected	Species	Virus Result
Raymond	10/8/2013	Cs. melanura	EEE
North Hampton	10/8/2013	Cs. melanura	EEE
Newton	10/8/2013	Cs. melanura	EEE
East Kingston	10/8/2013	Cs. melanura	EEE
Brentwood	10/1/2013	Cs. melanura	WNV
Hampstead	9/19/2013	Cs. melanura	EEE
Newton	9/17/2013	Cs. melanura	WNV
Raymond	9/17/2013	Cs. melanura	EEE
Keene	9/12/2013	Cx. pipiens	WNV
Londonderry	9/12/2013	Cs. melanura	EEE
Derry	9/12/2013	Cs. melanura	EEE
Newington	9/11/2013	Cs. melanura	EEE

Newton	9/10/2013	Cs. melanura	EEE
Raymond	9/10/2013	Cx. restuans	WNV
Exeter	9/10/2013	Cs. melanura	EEE
Sandown	9/5/2013	Cs. melanura	EEE
Hampstead	9/5/2013	Cs. melanura	WNV
Greenland	9/4/2013	Cs. melanura	EEE
New Castle	9/4/2013	Cx. salinarius	WNV
Brentwood	9/3/2013	Cs. melanura	EEE
Litchfield	8/29/2013	Cq. perturbans	EEE
Londonderry	8/29/2013	Cs. melanura	EEE
Nashua	8/29/2013	Cx. pipiens	WNV
Brentwood	8/27/2013	Cs. melanura	EEE
Newington	8/27/2013	Cq. perturbans	EEE
Newington	8/27/2013	Cs. melanura	EEE
Pelham	8/22/2013	Cq. perturbans	EEE
Auburn	8/20/2013	Cs. melanura	EEE
Kingston	8/13/2013	Cs. melanura	EEE
Kensington	8/13/2013	Cx. pipiens/restuans	WNV
Exeter	8/13/2013	Cs. melanura	EEE
Manchester	8/12/2013	Cs. morsitans	EEE
Nashua	8/8/2013	Cx. pipiens	WNV
Stratham	8/6/2013	Cx. pipiens	WNV
Stratham	8/6/2013	Cx. pipiens	WNV
Pelham	7/26/2013	Oc. canadensis	WNV
Pelham	7/26/2013	Cs. melanura	WNV
Sandown	7/25/2013	Cx. pipiens	WNV

### **New Hampshire Arbovirus Testing – Animals**

Town or City	Onset Date	Species	Virus Result
Belmont	10/5/2013	Horse	WNV
Deerfield	10/3/2013	Horse	EEE
Ossipee	9/18/2013	Horse	EEE
Derry	9/7/2013	Horse	EEE

### **New Hampshire Arbovirus Testing – Humans**

Town or City	Age Range	Onset Date	Virus Result
Chesterfield	Adult	8/19/2013	WNV

### **In conclusion**

The one active case of EEE in our community, and several cases with our bordering and surrounding communities, continues to demonstrate the need and effectiveness of our efforts. Additional funding is needed in order to continue to educate our district members in an effort to better serve our community at large. If the funding is made available it will provide for the necessary training and tools needed to continue to serve the community.

Respectfully submitted by your Mosquito Control District members:

Vice Chairman John Latsha

Member Dave Tate

Chairman Al Raccio



## AARON CUTLER MEMORIAL LIBRARY'S DIRECTOR'S REPORT

The mission of the Aaron Cutler Memorial Library is to offer the community materials, programs, and services, in a pleasant and welcoming environment, which will provide learning support for elementary, middle and high school students; satisfying recreational experiences; and opportunity for personal growth and development. To this end, the library provided patrons of all ages with: many avenues, both in-house and online, to gather the supplemental information needed to complete assignments; high demand best selling fiction, non-fiction and movies; pleasure reading to promote lifelong learning; the opportunity to study a variety of subjects for personal edification; and a variety of programs and events to engage the mind, entertain, and spark creativity.

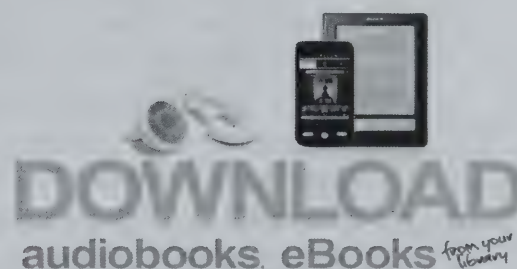
### Library Use

Borrowed 38,269 library items

Counted 19,469 visits to the library

Hosted 5,366 patrons at 252 library programs

Added 294 new patrons



### Library Resources

#### *In-House Resources*

- The library holds 15,940 materials in a variety of formats including: print, audiobooks, magazines, newspapers, movies and computer programs.
- 991 new materials were cataloged and added to the collection. 896 of these items were purchased; 95 items were donated.
- 645 out-of-date, lost, damaged, and non-circulating materials were withdrawn.
- Internet ready computers equipped with Microsoft Word, Excel and Power Point were provided for use, and an Early Literacy Station, equipped with 50 educational software programs for children ages 2 through 10, was available in the Young Readers' Room.
- Wi-Fi is available during business hours inside the library and 24/7 outside on the library grounds.

#### *Online Resources*

- **New Hampshire Downloadable Book Consortium**
  - eBooks became available in the Kindle format.
  - Library patrons had access to:
    - 7,2013 downloadable audiobook titles in MP3 and WMA formats (11,864 copies)
    - 8,324 eBooks titles in the ePub, Open ePub and Kindle formats (15,664 copies)
    - 40,000 public domain titles in the pdf format
  - A complete list of compatible devices and detailed instructions for using these free downloadable resources are available through the library website.

## AARON CUTLER MEMORIAL LIBRARY'S DIRECTOR'S REPORT

(continued)

- **NHewLink Databases**

- Library patrons had access to thousands of magazine, journal, newspaper, encyclopedia and other sources, through subscription services provided by the library. These 21 database resources provided homework and research help, as well as recreational reading, in a wide variety of popular and academic subjects. A complete listing of these resources is available on the library's website.
- Patrons enjoyed the online newsstand, choosing from over 1,700 titles available each month through MasterFile Premier, including such popular titles as Consumer Report's, People, Newsweek, PC World and Money.
- Patron's who read fiction enjoyed using NoveList, a reader's advisory service that provides information on over 100,000 titles, book award lists and much more.
- New: NoveList Plus was added this year providing advisory service for non-fiction titles.

- **Encyclopedia Britannica Online**

Library patrons searched Encyclopedia Britannica, Compton's Encyclopedia, and the Elementary Encyclopedia for a wide variety of information needs from the comfort of their own homes.

- **NEW: KOHA Integrated Library System** allowing patrons to place holds, renew items, create reading lists, comment and rate what they've read, receive email reminders of items coming due, etc. all online.

### Interlibrary Resources

Litchfield residents had access to materials around the state through the Interlibrary Loan program, in which 2,027 requested items were delivered to the library for pick-up, some of which were loaned several times.

### Library Programming

#### Highlights from the Adult Services Department:

- *All Booked Up*, a book discussion group, on the 1<sup>st</sup> Wednesday of the month at 6:30 p.m.
- New: *History Buffs*, an American history book discussion group, on the 3<sup>rd</sup> Thursday of the month at 6:30 p.m.
- *Book of the Month Club*, with a monthly featured title.
- *Groundbreaking Reads*, a 5-week summer reading club that included reading, activities and prizes, featuring a concert on the lawn by *Aiden's Clan*.
- *In Stitches*, a drop-in knitting group, on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month from 10:00-12:00.
- *Unraveled*, a drop-in knitting group, on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month from 6:00-8:00.
- Monthly programs such as the history of stone wall building, author talks, Celtic Music, Faberge Eggs, the personal experience of a WWII survivor, and ornament making in December.



## AARON CUTLER MEMORIAL LIBRARY'S DIRECTOR'S REPORT (Continued)

### Highlights from the Tween and Teen Services Department:

- *Page Turners*, a book discussion group for tweens in grades 6-8, 2<sup>nd</sup> Thursday of the month at 2:30 p.m. Bus transportation from LMS is available.
- *Dig Into Reading*, a 5-week summer reading club for 6<sup>th</sup>-12<sup>th</sup> graders, including reading, crafts, activities and prizes, featuring *Cupcake Wars* and *Henna Tattoos and Hair Attitudes*.

### Highlights from the Children's Services Department:

- New: *Book Babies*, a 20-minute lap-sit program for babies (newborn to 18 months) and their caregivers on Fridays at 10:30, featuring simple board books, rhymes and songs.
- New: *Tiny Tales*, a lap-sit program for toddlers (18-35 months) and their caregivers on Fridays at 11:30, bridging *Book Babies* and *Preschool Story Time*.
- Preschool Story Time on Tuesdays at 10:30 a.m. or Wednesdays at 12:30 p.m.
- Pajama Story Time on the 1<sup>st</sup> Thursday of the month at 6:30 p.m.
- Make 'n Take Crafts each month.
- *Stuffed Animal Sleepover*, a special Story Time for children and their stuffed animals. The children leave, and the animals stay for a night of amazing adventure documented in photos on our website.
- *Book Bunch*, a book discussion group for kids in grades 3-5, 3<sup>rd</sup> Wednesday of the month at 4:00 p.m.
- *Dig Into Reading*, a 5-week summer reading club for kids age 3-11, including reading, crafts, contests, performers, events and games, featuring singer/songwriter Steve Blunt and *Reptiles on the Move*.
- Library Card Sign-Up Month for 1<sup>st</sup> graders at GMS.
- *The Polar Express Event*, the story brought to life with costumed characters, music, hot cocoa and a visit from Santa Claus, co-sponsored with the Litchfield Lion's Club.

### Other Services

The library also provided photocopying, faxing, tutoring space and test proctoring to residents.

### Community Support

The library relied on the support of the community for the extra touches that make the library a great place to visit. Special thanks go to:

- the Litchfield Garden Club for their continued provision of plantings and maintenance for our beautiful flower beds, our holiday greenery, and participation in the children's summer reading club;
- the Friends of the Library for their annual 24/7 Book Sale on the porch, as well as the ongoing sale indoors, that puts gently used books into the hands of the community, the Annual Holiday Gingerbread Contest, and their donations of activity passes to the SEE Science Center (Manchester) & Museum of Science (Boston), summer reading funds and prizes, etc.; the 44 neighboring businesses that supported our 3 summer reading clubs through donations of prizes and money; and the 51 individuals who provided the library with a helping hand when it was needed.

## **AARON CUTLER MEMORIAL LIBRARY'S DIRECTOR'S REPORT**

**(Continued)**

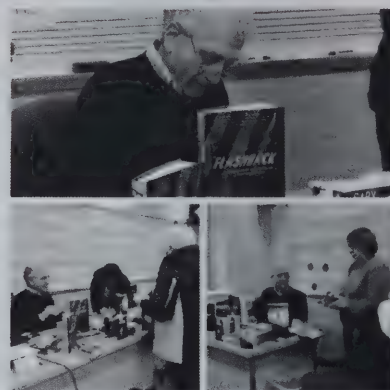
### **Return on Taxpayer Investment**

Weighing taxpayer investment (\$197,899) against the cost for patrons to purchase the materials and services provided to them by the library in 2013 (\$572,772), taxpayers enjoyed a return on investment of \$374,873 or 189%.

### **An Open Invitation**

If you have not been using library services, please pay us a visit. Aside from being a beautiful building, the library is a bright, cheerful space filled with current information and materials, staffed by friendly people who are all too happy to help you find the content you need in-house, across the state or in cyberspace.

Respectfully submitted by, Vicki Varick





## DEPARTMENT OF BUILDING SAFETY/HEALTH CODE ENFORCEMENT

In 2013 new dwelling units stayed the same as in 2012. What is happening is that the older person developments are near their build out.

Addition and remodeling permits for the year have held steady as compared to previous years and the same holds true for pool and well permits.

One observation that I have made is that inventory for vacant lots in Litchfield is very low and when they do go on the market, they are purchased quickly by builders or individuals wanting to build their own homes.

In the past year there were two major projects; one was a total rebuild of the Wilsons Farm cold storage and maintenance building, replacing the existing building which was destroyed by fire. The other large project was a 6,000 sq. ft. addition to the Grace Free Church off of Colby Road, being a new sanctuary entrance and an office space for the growing church. Another build this year was the expansion of natural gas into Litchfield. Continental Paving extended a natural gas line to start operating and building off Morgan Drive; by this expansion, the homes along the route are connecting to a natural gas system to heat their homes.

As for health issues, 2013 was great. The testing of Darrah Pond is still being done and no bacteria were found in 2013. Mold and lead paint is a growing concern and I expect it to continue in 2014

In closing, thank you for your continued support over the past year.

Kevin Lynch  
Code Enforcement/Building Official  
Health Officer

### Permits for 2013

<u>Types of Permits</u>	<u>Count</u>
Dwelling Units	23
Additions/Garages/Renovations	75
Swimming Pools	9
Mechanical	115
Electrical	75
Plumbing	37
Septic Test Pit/Leach Fields	12
Well	2
Commercial	2
Membrane	1
Total Permits Issued	351
 <b>Estimated value for Construction of New Units, Renovations, Additions, Garages, etc</b>	 <b>\$6,300,000.00</b>
 <b>Permit Fees Collected in 2013</b>	 <b>\$34,307.18</b>

## LITCHFIELD ZONING BOARD OF ADJUSTMENT

The Litchfield Zoning Board of Adjustment (ZBA) has 5 members appointed by the Board of Selectmen. The Board meets at 7 P.M. on the second Wednesday of each month in the Town Hall meeting room to hear requests from applicants to appeal administrative decisions and requests to grant variances, special exceptions or equitable waivers.

### Membership and Assignments

There are currently 5 members and 3 alternates on the Board. The Chair, Vice-Chair, and Clerk positions are nominated by ZBA members each year in May.

- Al Guilbeault and Richard Riley were approved by the Board of Selectmen as board members for another three year term. John Devereaux was approved by the Board of Selectmen as an alternate for another three year term.
- Laura Gandia was nominated Vice-Chair Person in May for another one year term.
- Richard Riley was nominated Chair Person in May for another one year term.

### Litchfield Zoning Board of Adjustment

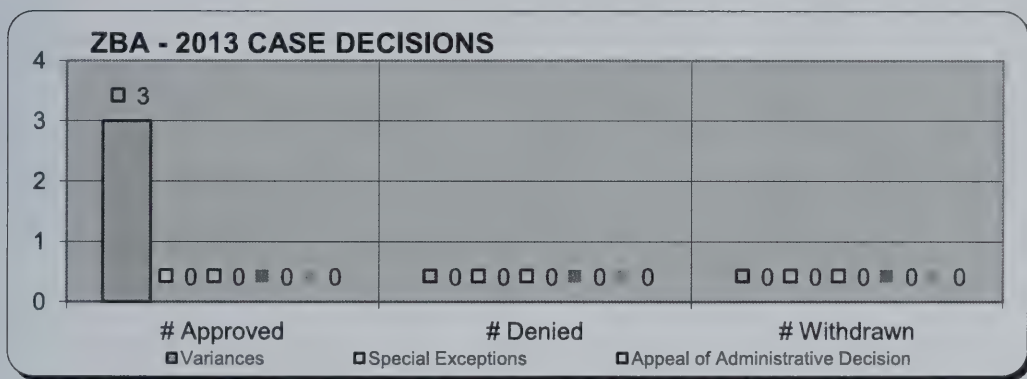
		<u>Membership Start</u>	<u>Term Expiration</u> <u>Date</u>	<u>Years of Service</u>
<b>Members:</b>	Eric Cushing	2005	March 2014	9
	Laura Gandia - Vice Chairperson	2000	March 2015	14
	Albert Guilbeault	2005	March 2016	9
	John Regan -	1998	March 2014	16
	Richard Riley Jr - Chairperson	2003	March 2016	11
<b>Alternates:</b>	Thomas Cooney	2007	March 2015	7
	John Devereaux	2003	March 2016	11
	Gregory Lepine	1990	March 2015	24
	OPEN			
	OPEN			



# LITCHFIELD ZONING BOARD OF ADJUSTMENT

## Case Load and Decisions

In 2013 the Board heard testimony and made decisions on three (3) new cases.



## LITCHFIELD ZONING BOARD OF ADJUSTMENT

Case #	Case Type	Case Description	ZBA Decision
2013-01	A variance from LZO §507.04-b to permit an Accessory Dwelling Unit with a greater area floor plan than allowed by the ordinance. The ordinance allows a maximum of 650 sq. ft. and the proposed Accessory Dwelling Unit is 784 sq. ft., Applicant seeks a variance of 134 sq. ft.	The Code Enforcement Officer made a determination that the building permit, as submitted, was not permissible without relief from the ordinances described above	Approved
2013-02	A variance from LZO §502.02 ; Lot Requirements. The applicant is proposing a subdivision of Tax Map 10, Lot 77, a parcel located on Nesenkeag Drive in Litchfield. Two of the proposed lots would have 25 FT of frontage each on Nesenkeag Dr. where 150 FT of frontage is required for each lot.	The Code Enforcement Officer made a determination that the building permit, as submitted, was not permissible without relief from the ordinances described above	Approved
2013-03	1. A variance from LZO §801.00; Permitted Uses. The existing lot on record is in the Northern Commercial Zone as defined by LZO 800.01b. The applicant is proposing to construct a single family residential building which is not a permitted use.	The Code Enforcement Officer made a determination that the building permit, as submitted, was not permissible without relief from the ordinances described above	Approved

Refer to Town Report

I'd like to thank all the Board members and alternates for the time they spent this past year performing this important service for the town.

Respectfully submitted,

Richard Riley - Chairperson  
Litchfield Zoning Board of Adjustment



## CEMETERY TRUSTEES

The year 2013 was a productive one for the Litchfield Cemetery Trustees. The restoration of damaged stones and monuments in all three cemeteries was completed by Kai Nalenz, Proprietor of Gravestone Services of New England, located in Bedford, New Hampshire. This project was made possible by the use of old cemetery funds which had been realized from the sale of grave plots. The remaining balance of these funds, after the completion of the stone restoration work, has been turned over to the Trustees if Town Trust Funds and has been invested by them. These funds are encumbered for any stone restorations needed in the future.

We continue to work on an updated booklet of rules and regulations and rights of interment for our Town Cemeteries.

Next summer, we hope to undertake the painting of the gates and front fences at the Pinecrest and Hillcrest Cemeteries.

Respectfully submitted by,

Dr. Stephen P. Calawa  
Treasurer  
Litchfield Cemetery Trustees

## **NRPC 2013 ANNUAL REPORT OF SERVICES FOR THE TOWN OF LITCHFIELD**

NRPC was founded in 1959 with a mission to foster coordination and collaboration between the 13 communities in the Nashua region. Over the past 54 years, NRPC has developed into an organization that provides member municipalities customized services to meet their planning needs and also undertakes activities that benefit communities collectively. NRPC's highly qualified and experienced staff complements and extends municipal resources by providing a wide array of professional planning services that cover all aspects of community planning. NRPC also offers programs that would otherwise be inefficient and costly for communities to conduct on their own. In addition to programs and projects, NRPC acts as a strong and consistent advocate for communities and the region at the State and Federal level.

Services available to municipalities through membership dues in the NRPC include **transportation planning** such as grant writing assistance, specialized traffic counts and data, transportation modeling, intersection analysis, road safety audits, road surface management, parking studies. **Land Use planning** including customized board training and resources, draft ordinance and regulation review, special projects and research assistance, fact sheets, guidebooks and educational materials and master plan consultation and project scoping. **Data and GIS Mapping services** such as demographic data and analysis, mapping data and standard map sets, GIS needs assessments, production of annual tax maps and NRPC Live Maps. **Environment and energy planning** such as group energy purchase for municipal and school facilities, household hazardous waste collections. For more information, contact Kerrie Diers, Executive Director, at 424-2240 or [kerried@nashuarpc.org](mailto:kerried@nashuarpc.org).

In 2013, NRPC provided the following assistance to the Town of Litchfield:

### **TRANSPORTATION**

NRPC is responsible for developing the region's portion of the State's Transportation Improvement Program (STIP), maintaining the regional traffic model, and performing required air quality analyses. In addition, NRPC MPO funds are used to provide municipal technical assistance on transportation issues.

**Traffic Data Collection** – NRPC collected traffic counts at 9 locations within Litchfield. Data may be found at <http://www.nashuarpc.org/trafficcount/index.htm>. This year's program included traffic volume and speed counts on NH102 at the request of the Town. NRPC also continues to monitor traffic volume at four locations to support NRPC's effort to document changes in traffic volume as a result of the Manchester Airport Access Bridge.

**Transportation Improvement Program** –NRPC is responsible for the development and maintenance of the TIP so that federal highway transportation dollars are available to all towns in the region. NRPC carefully monitored the status of projects in the TIP to ensure that project information and changes initiated by NHDOT were communicated to the Town officials.

**Congestion Mitigation Air Quality (CMAQ) Program** - The CMAQ program provides funding opportunities for communities to address transportation needs that have a direct and beneficial impact on air quality in the region. NRPC provides application assistance, air quality analysis and presentation materials for communities interested in pursuing CMAQ grant applications.

**Road Inventory Data**– NRPC staff continuously maintains the town Road Inventory. This data set allows officials from the Town and NH DOT to have the most up to date information on roads and will be used for planning road improvements in the community. This data also forms the basis for the Town's allocation of Transportation Block Grant Aid from the State.



## **NRPC 2013 ANNUAL REPORT OF SERVICES FOR THE TOWN OF LITCHFIELD**

**Metropolitan Transportation Plan (MTP)** – NRPC maintains the region’s Metropolitan Transportation Plan. The purpose of this document is to identify the long term transportation needs of the region. It provides a mechanism for the communities of the region to have a voice in the transportation planning process and decisions. NRPC staff worked closely with Town staff to identify local transportation improvements. Including these projects in the MTP will provide the opportunity for future funding through the states Ten Year Plan Process.

**NH Capitol Corridor Passenger Rail Project** – NRPC continues to work toward the development of the NH Capitol Corridor project. Activities included participation on the New Hampshire Rail Transit Authority, the operating entity for the rail project, and pursuing options to study the feasibility of passenger rail in the corridor.

**Regional Traffic Model** – NRPC is nearing completion of a large-scale update to the regional traffic model in conjunction with the release of new U.S. Census data, new regional employment data, and NRPC’s updated community-by-community population projections through 2040. This update will also allow NRPC to provide morning and afternoon peak hour traffic forecasts, as well as more accurately model traffic signalization and intersection issues. NRPC can then provide more specific information to the town when assessing the impact of traffic from new development. This capability is available for town use whenever there is interest, without cost, and the town staff has utilized NRPC traffic expertise on several occasions to help study critical intersections and development issues.

**Population Projections** – NRPC worked with the NH Office of Energy and Planning State Data Center, to update and maintain the population projections for each community in the region. These projections currently provide forecasts through the year 2040 to aid in long term community planning. NRPC worked with other regional planning commissions to develop similar projections for all towns in the state, allowing comparison with neighboring communities.

**Safe Routes to Schools Program** - The Safe Routes program encourages children to bike or walk to school through education and incentives that remind children how much fun biking and walking can be and addresses the safety concerns of parents by encouraging greater enforcement of traffic laws, exploring ways to create safer streets, and educating the public about safe biking, walking, and driving practices. NRPC assists with Safe Routes to School applications in the region.

### **LAND USE AND ENVIRONMENT**

**Comprehensive Economic Development Strategy (CEDS)** – NRPC Staff provides analysis and staff support to the Regional Economic Development Center of Southern New Hampshire to develop the Regional Comprehensive Economic Development Strategy (CEDS). A CEDS is the result of a local planning process designed to guide the economic growth of a region and is required to qualify for assistance from the U.S. Economic Development Administration (EDA) under its Public Works and Planning Programs.

**Resources and Training:** NRPC provided a number of training workshops for local boards and staff, and developed and fact sheets which are available on our website.

**Hazard Mitigation Planning** - In 2013, NRPC worked with municipal staff to complete an update of the Litchfield Hazard Mitigation Plan, originally approved in 2006. NRPC staff met with the Town’s Hazard Mitigation Team for a series of 4 meetings in order to prepare the 2013 Hazard Mitigation Plan Update. Hazard mitigation plans identify critical facilities and areas of concern throughout the municipality, analyze potential hazards and risks to these facilities, and prioritize mitigation measures to address the hazards. The Disaster Mitigation Act of 2000 encourages natural disaster planning to reduce property damage costs and injuries. Completion of a Hazard

## **NRPC 2013 ANNUAL REPORT OF SERVICES FOR THE TOWN OF LITCHFIELD**

Mitigation Plan and participation in the National Flood Insurance Program enables a community to apply for fully funded hazard mitigation grants.

**Electricity Supply Aggregation** - Beginning in 2011, NRPC has coordinated requests for proposals to procure electricity from a competitive supplier. The aggregation consists of municipalities and school districts in the region. The total anticipated cost savings in 2013 was \$247,201 with savings for the Town of Litchfield estimated at \$6,176. NRPC recently reconvened the aggregation in the fall of 2013 to conduct a third competitive electricity supply bid process, with new contracts anticipated to begin in early 2014.

**Household Hazardous Waste Program** –NRPC held six collections during the 2013 Household Hazardous Waste season. In 2013, a total of 1,532 households participated in the HHW collections District-wide; of those, 50 households or 3.26% came from Litchfield. The number of households from Litchfield participating in HHW collections has increased over the past 10 years and in 2013, participation from Litchfield households was the highest it has been since 2009. Among Litchfield residents, 30 out of the 50 participating households (60%) brought paint to the collection events, 20 households (40%) brought solvents and thinners, and 14 households (28%) brought household cleaners.

**Development Review and Planning Services** – NRPC provides direct assistance to the Planning Board. Services include assistance to applicants in submitting subdivision or site plan applications, written reviews of submissions to the Planning Board, attend hearings and work sessions to assist and answer questions, and support the Board and Town staff in preparing ordinance and regulation updates, notices, draft amendments and warrants for Town Meeting. In 2013, NRPC assisted Litchfield with a review of the master plan vision and goals, updates to the planning board bylaws, continued development of a multi-family housing ordinance, amendments to the road bonding regulations, and a review of impact fees. Additionally, NRPC assisted the planning board to write a successful Community Planning Grant application through which the board is drafting proposed revisions to the zoning map to reflect preferred development outcomes, update zoning for commercial and industrial uses, and develop an agricultural preservation ordinance to ensure balanced opportunities for growth and agricultural preservation.

**Regional Plan:** 2013 was spent on outreach efforts including a series of topical workshops on transportation, housing, community and economic vitality, water infrastructure, and climate and energy, as well as a series of focus group conversations. As part of the topical workshops, NRPC has compiled a summary of goals and objectives found in municipal master plans in the region, resources for municipalities, compilations of what was heard at each event, and a series of presentations of local case studies. Staff has drafted outlines for all plan components and has begun the process of developing chapter drafts with the assistance of topical subcommittees comprised of commissioners, other local representatives and topical experts. A complete draft of the plan is anticipated for mid-year 2014.

**Granite State Future:** Developed a common data set which will be made available statewide to aid municipalities in their own planning efforts as well as resources to aid local master planning such as a scientific survey of citizen opinions and values, a series of statewide listening sessions, a compilation of statewide resources, and Climate Assessments for Southern and Northern NH.

### **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

**General Mapping and Spatial Data Maintenance:** In addition to maintaining a standard set of maps for the town, NRPC has a diverse collection of mapping information and databases including local roads, real property parcels, zoning, land use, and environmental conditions. This data is applied extensively to provide mapping and analysis for local and/or regional projects. NRPC continued its quarterly updates to the town parcels layer, using the Registry of



## **NRPC 2013 ANNUAL REPORT OF SERVICES FOR THE TOWN OF LITCHFIELD**

Deeds database to update the town digital parcel map to include all changes to property data. This item is a critical component of many projects conducted in the town and is always available to the town from NRPC free of charge.

Specific mapping assistance was also provided to the Town in the following capacities:

- Customization of the Environmental, Streets, Land Use, and Zoning standard maps for a town outreach event.
- Mapping and analysis support for a proposed multi-family overlay district.
- Developable lands analysis for agricultural and vacant lands zoned residential.
- NRPC also developed a regional, generalized zoning datalayer in GIS based on density of permitted uses.

**Tax Maps** – The Town of Litchfield entered into an agreement with NRPC to create an updated set of tax maps for the Town using NRPC's GIS. The maps will reflect all recent parcel edits (e.g. subdivisions and lot line revisions) as well as lot line dimensions, acreages, and building footprints. The tax maps will be updated annually by NRPC at no additional cost.

**Live Maps** - NRPC is putting its standard GIS maps online in an interactive format. The application's basemaps include aerial images, topographic contours, roads, town landmarks, conserved lands, and individual property boundaries. Overlay will display land use, zoning, flood, water resources, and soil characteristics in relation to neighborhoods or parcels. Cross-links to Google Street View or Bing Bird's Eye offer enhanced views of the 2D map location. Each year, Live Maps will be updated with fresh data.

**GIS Training:** Geared towards municipal GIS users and open to the public, each meeting features general news and announcements, followed by a guest speaker or open group discussion on a particular GIS project or topic. Guest speakers in 2013 included UNH Technology Transfer Center, and NRPC staff who conducted a two-part program that covered GIS data and traffic modeling software for general highway planning, and a preview of the new NRPC Live Maps application.

**Census Data** – NRPC continues to house datasets from the ongoing US Census Bureau American Community Survey estimate program at various geographic levels, including: state, county, town, tracts, block groups and blocks. Census data is very important in planning efforts and decision making for communities. Updated estimates in categories such as population, race, language, employment, poverty and housing are used in regional and local plans, and will be the inputs to the updated travel demand model. Census data is provided upon request to our communities.

**Broadband Mapping and Planning:** The New Hampshire Broadband Mapping and Planning Program (NHBMPP) is a comprehensive program that seeks to understand where broadband is currently available in NH, how it can be made more widely available in the future, and how to encourage increased levels of broadband adoption and usage. NRPC staff coordinated with each member community to obtain town specific feedback on this effort. Staff is currently in the process of compiling all of this information into a final Broadband Plan for the Region.

# STORM WATER MANAGEMENT PROGRAM

## WHAT CAN YOU DO?

In order to protect and preserve our ecological resources, be sure to take the following preventive measures for:



### Lawn/Yard Care

Excess fertilizers and pesticides applied to lawns and gardens wash off and pollute streams. Yard clippings and leaves can wash into storm drains and contribute nutrients and organic matter to streams.

- ✓ Don't over water your lawn, gardens, or other outdoor areas. Consider using a soaker hose instead of a sprinkler. Berm lawn and yard to prevent water run-off and encourage water absorption (infiltration).
- ✓ Preserve and plant trees and shrubs to help keep soil in place.
- ✓ Use pesticides and fertilizers sparingly. If necessary, only use recommended amounts.
- ✓ Use organic mulch or safer pest control methods.
- ✓ Compost or mulch yard waste. Cover piles of dirt or mulch.
- ✓ Recycle as much as possible.
- ✓ Use a broom to sweep and collect sediment and organic matter on sidewalks and driveways. Collect sand used on driveways and sidewalks for future use or disposal.
- ✓ Use de-icing materials sparingly on driveways and sidewalks.
- ✓ Drain swimming pools onto expanse lawns or other vegetated areas.



### Small Farms

Agricultural run-off from farming activities increases the amounts of coliform and organic matter in downstream water supplies. Small farming activities such as cow, sheep, and goat grazing, as well as waste from chicken coops, hog or pig pens, horse corrals, etc. can also contribute to wastewater runoff if not properly maintained.

### Septic Systems

Leaking and poorly maintained septic systems release nutrients and pathogens (bacteria and viruses) that can be picked up by storm water and discharged into nearby water bodies. Pathogens can cause public health and environmental concerns.

- ✓ Inspect your system every 3 years and pump your tank as necessary (every 3 to 5 years).
- ✓ Don't dispose of household hazardous waste in sinks or toilets.

### Auto Care

Washing your car and degreasing auto parts at home can send detergents and other contaminants through the storm sewer system. Dumping automotive fluids into storm drains has the same result as dumping the materials directly into a water body. For example, one quart of oil can contaminate up to 2 million gallons of water.

- ✓ Use a commercial car wash that treats or recycles its wastewater or wash your car on your yard so the water infiltrates into the ground.
- ✓ Dispose of used auto fluids and batteries at designated recycling and drop-off locations.

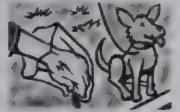


- ✓ Prevent gas and oil leaks and spills.
- ✓ Have your motor vehicle routinely serviced.

### Pet Waste

Pet waste can be a major source of bacteria and excess nutrients in local waters.

- ✓ When walking your pet, remember to pick up the waste and dispose of it properly. Flushing pet waste is the best disposal method.
- ✓ Leaving pet waste on the ground increases public health risks by allowing harmful bacteria and nutrients to wash into the storm drain and eventually into local water bodies.



### Prevent Storm Water Runoff

There are several ways to help prevent storm water runoff.

Here are some examples:

- ✓ Plant trees, shrubs, and ground cover.
- ✓ Use a barrel to collect rain and store water for gardening.
- ✓ Redirect downspouts from paved areas to vegetated areas. Guide storm water onto grass or other vegetated areas by using berms or dikes.
- ✓ Use wooden planks, bricks, or interlocking stones for walking areas and patios.
- ✓ Clear away fallen trees and debris from natural waterways and storm water drains.



*\*Copied from UNH Energy and Campus Development  
[www.unh.edu/ecd/stormwater](http://www.unh.edu/ecd/stormwater)*



## TOWN CLERK/TAX COLLECTOR

**New Services this year: Boat Registration!!!** – The Town Clerks office can now register your boats. Yayyyyyy!!!! Don't forget we can register your OHRV's and issue Hunting and Fishing Licenses for you as well!!



**Motor Vehicle Registrations:** Residents of Litchfield have more options when it comes time to renewing registrations. You may come to the office and pay with either cash, check or credit card, surf to [www.litchfieldnh.gov](http://www.litchfieldnh.gov) and renew online using your checking account or Credit Card (your decals are mailed to you), or renew by mail using a check, the renewal notice and return to us.

Litchfield is on-line with the State of New Hampshire so we are able to register vehicles up to 26,000 pounds. We can issue vanity plates and we can renew those late renewals right here in our office.

Residents only have to write one check to the Town of Litchfield for registrations.

When registering a new vehicle the individual listed first on the title paperwork **MUST** be present when doing the first registration.

When renewing a registration you must present your driver's license.

To register a Title Exempted Vehicle for the first time the law (RSA 261:2-a) requires that ***in addition to a bill of sale*** a person registering a 1998 Model Year vehicle (or older) must present additional documentation on the vehicle. The owner must present one of the following additional documents: a previously issued NH Registration (a photocopy is okay), a valid NH or Out of State Title (a photocopy is okay), or a completed "Verification of Vehicle Identification" form (Form 19A) which can be obtained from the Town Clerk's office, Police Department, or a local inspection station.

Inspection stickers for a vehicle renewal need to be in place by the 10<sup>th</sup> day of the following month of your renewal due date. Late renewals do not get a 10-day grace period. Every trailer and semi-trailer (including campers) with a registered weight of 3,001 pounds or greater shall be inspected (Saf-C 3209.06). Campers and motorcycles are to be inspected by July 1 of each year and will get a sticker with a number 6. All other trailers, such as utility trailers or snowmobile trailers, are inspected by birth month like regular vehicle registrations.

Internet users can go to the Department of Motor Vehicle site: [www.egov.nh.gov/platecheck/pass.asp](http://www.egov.nh.gov/platecheck/pass.asp) to check for initial plate availability. State of NH Motor Vehicle Agency phone numbers are: NH Title Bureau: 271-3111, Concord Motor Vehicle Registration: 271-2251, Walking Disability Desk: 271-2275, & TTD (hearing impaired): 1-800-735-2964. Driver licensing is done in Manchester, Milford, Nashua, Salem or Concord.

**Elections:** There will be three elections this year. Town Elections on March 11<sup>th</sup>; September 9<sup>th</sup> and November 4<sup>th</sup>. Voting is the most fundamental right in a democracy because it is through voting that citizens protect all other rights by carefully selecting the public servants who guide and direct our self-governance. You can come to the Town Clerk's office to register to vote. You may also register to vote on Election Day at the polls. You are eligible to vote if you are 18 years of age or older on Election Day, are a US citizen and are domiciled in New Hampshire. A person can have several residences, but may have only one voting domicile. You have to provide your driver license or social security card at the time of registration. If you are currently on the checklist please check to update your information. Voter registration cards are now required by the State of NH to show place of birth and driver's license or social security number. Any change of address, name change, or party affiliation change should be updated with the Supervisors on Election Day or at the Town Clerks office. New law requires that a State



## TOWN CLERK/TAX COLLECTOR

approved photo id be shown when voting. Voting will take place at Campbell High School from 7:00 am – to 7:00 pm.

**Vital Records:** The fee for a marriage license this year has increased to \$45.00. There is a fee of \$15.00 for the first copy of a death, birth or marriage certificate and \$10.00 each for extra copies.

**Dogs:** There were 1,667 dogs licensed in 2013. **DOG TAGS EXPIRE APRIL 30 OF EACH YEAR.** Resident's can renew dog licenses starting January 2nd. Due to budget restraints we will not be sending out a reminder notice. If we have your current phone number and or e-mail address you will receive a phone call or e-mail reminder from our office. This year the Town Clerk will be at the annual Rabies Clinic to issue dog licenses. If you show the rabies certificate from the previous year the Vet can administer a 3-year rabies shot instead of the 1-year shot. There is a minimum of a \$25.00 fine for failure to register your dog in a timely manner plus monthly late charges. **If you no longer have your dog please drop us a quick note or E-mail (tbriand@litchfieldnh.gov) to let us know or call us at 424-4045. IMPORTANT:** Review your previous license to make sure that your dog's rabies vaccination is up-to-date. If you cannot find your vaccination certificate or license from 2012 call the office and we can research your records. You may renew your dog's license via the mail or the internet as long as the rabies vaccine is up to date. To register by mail please include: a check made payable to the Town of Litchfield (**NO CASH PLEASE**), and a self-addressed-stamped envelope for return of your new license and dog tag. To register via internet go to [www.litchfieldnh.gov](http://www.litchfieldnh.gov) and click on the icon of the dog. When entering the license number include 12-then your dogs license number. If you have questions please call the office we will be more than happy to walk you through the process.

License fees: Puppies (3-7 months) or spayed/neutered over 7months	\$6.50
Male / Female (not spayed/neutered)	\$9.00
Senior owner (over 65) (for one dog)	\$2.00



**NH Hunting/Fishings Licenses and OHRV:** January 2008 the Town Clerks office started issuing New Hampshire Hunting and/or Fishing License. October 2009 we started issuing OHRV Licenses.

**Town Clerk/Tax Collector News:** As Town Clerk/Tax Collector for the Town of Litchfield, I completed four years of the state certification program in 2007. In 2010 I was recertified until 2015. I am now a Certified Town Clerk/Tax Collector in the State of New Hampshire. In 2009 I was nominated by the NH Tax Collectors Association as the Conference Coordinator for the State. It is a pleasure and honor to be a resident and public servant for Litchfield. I am very proud of where I grew up and currently reside. I am so proud to represent Litchfield at the meetings and conferences that I am required to attend throughout New Hampshire. My door is always open to anyone that has a suggestion.



## TOWN CLERK/TAX COLLECTOR

### Tax Collector Lien/Deed Calendar for 2013 *\*Dates and fees subject to change*

Jan – 2014	Delinquent notice of all taxes owed	<b>No charge</b>
February, 2014	Notice of impending lien certified to property owners	\$18.00
	2 <sup>nd</sup> or subsequent parcel	\$2.00
April, 2014	Notice of impending tax deed certified to property owners	\$16.00
April, 2014	Execution of Tax Lien	\$18.50
	2 <sup>nd</sup> or subsequent parcel	\$8.00
March, 2014	Identifying mortgagee holders (for Liens)	\$13.00
March-2014	Notice of executed tax lien to mortgagee holders	\$16.00
April, 2014	Identifying mortgagee holders (for Deeding)	\$18.00
April, 2014	Notice of impending tax deed to mortgagee holders	<b>\$16.00</b>
May, 2014	Execution of Tax Deed	\$10 plus recording fees

#### Town Clerk / Tax Collector Office Hours:

Monday 10:00 AM to 6:00 PM

Tuesday – Friday 7:30 AM to 3:00 PM

Address: 2 Liberty Way, Suite 3, Litchfield, NH 03052

Phone:(603) 424-4045

Fax: (603) 424-8154

Email: [tbriand@litchfieldnh.gov](mailto:tbriand@litchfieldnh.gov)

## TOWN CLERK/TAX COLLECTOR

### Town Clerk/Tax Collector Office Calendar for 2014 *\*dates subject to change*

January 1, 2014	CLOSED
January 20, 2014	Martin Luther King – CLOSED also State Offices Closed
February 7, 2013	Deliberative Session – Town Campbell High 7:00 p.m.
February 17, 2014	President's Day - CLOSED
March 11, 2014	Town Election Day – Office Open
April, 2014	2013 Liens Executed
April/May 2014	Rabies Clinic – Location Fur & Feathers Rte 102
May 26, 2014	Memorial Day – Office Closed
July 4, 2014	Independence Day-OFFICE CLOSED
September 1, 2014	Labor Day- OFFICE CLOSED
September 17 – 19 2014	Annual Tax Collectors' Conference – Office Open
October 13, 2014	Columbus Day
October 15-17, 2014	Annual Town Clerk Conference – Office Open
November 11, 2014	Veteran's Day- OFFICE CLOSED
Nov. 27- 28, 2014	Thanksgiving Holiday- OFFICE CLOSED
December 24, 2014	Christmas Eve – Hours 7:30 – 12:30
December 25 <sup>th</sup> & 26th, 2014	Christmas Holiday – Office Closed
December 31, 2014	New Years Eve Hours 7:30 – 12:30

Respectfully Submitted  
Theresa L. Briand, Town Clerk/Tax Collector





## RESIDENT MARRIAGE REPORT

01/01/2013-12/31/2013

Name	Residence	Name	Residence	Issuance	Marriage	Marriage
PERRY, KRISTEN M	LITCHFIELD, NH	WILSON, JAMES M	LITCHFIELD, NH	LITCHFIELD	PELHAM	04/21/2013
FERRARO, CATHERINE M	LITCHFIELD, NH	MAYO, ANTHONY V	NASHUA, NH	LITCHFIELD	NASHUA	05/18/2013
ZIMMER, BRITTANY C	LITCHFIELD, NH	ANDREWS, JAMES M	AUSTRALIA	LITCHFIELD	LITCHFIELD	05/21/2013
SYLVESTER, JENNIFER M	LITCHFIELD, NH	KENNEDY, RYAN P	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	05/25/2013
TERRY III, ROBERT H	LITCHFIELD, NH	BELICH, JILLIAN L	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	06/08/2013
SMITH, TRUDY A	FLORIDA	D'AMICO, DEAN N	LITCHFIELD, NH	SEABROOK	RYE	06/15/2013
KENDALL-LOCKE, JOAN A	LITCHFIELD, NH	PERRON, STEPHEN P	HENNIKER, NH	LITCHFIELD	SUNAPEE	06/30/2013
DUPRAT, STEPHEN L	NASHUA, NH	PRENDERGAST, MEGAN M	LITCHFIELD, NH	NASHUA	CENTER OSSIPPEE	07/13/2013
FORBES, NEARRO F	LITCHFIELD, NH	OAK, FELICIA A	LITCHFIELD, NH	NASHUA	NASHUA	08/07/2013
MAVROGEORGE JR, JAMES	LITCHFIELD, NH	GAWRYS, MIRANDA	CHESTER, NH	DERRY	DERRY	08/17/2013
CONRAD IV, JOHN T	LITCHFIELD, NH	MCMAHON, SHAINA L	LITCHFIELD, NH	LITCHFIELD	WHITEFIELD	08/23/2013
FOWLER, SCOTT D	LITCHFIELD, NH	CHUNG, MIHEE	LITCHFIELD, NH	LITCHFIELD	HAMPTON	09/16/2013
LEPORT, RODERICK E	LITCHFIELD, NH	RICHARD, AMANDA M	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	09/28/2013
BORTHWICK, HEATHER A	LITCHFIELD, NH	LIBBY, ROBERT E	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	10/05/2013
COOPER, LAURA M	LITCHFIELD, NH	BRADBURY, JAMES L	LITCHFIELD, NH	LONDONDERY	HOLLIS	10/12/2013
LAMAGNA, VINCENT E	LITCHFIELD, NH	SANDERS, KATHERINE L	LITCHFIELD, NH	LITCHFIELD	BEDFORD	10/14/2013
BURKE, KATHLEEN G	LITCHFIELD, NH	JACK III, ROY	LITCHFIELD, NH	LITCHFIELD	DERRY	11/15/2013
HODGDON, CRAIG W	LITCHFIELD, NH	WEST, THERESA A	LITCHFIELD, NH	LITCHFIELD	LONDONDERY	12/30/2012

Total Number of Records 18



## RESIDENT BIRTH REPORT

01/01/2013-12/31/2013

Child's Name	Birth Date	Birth Place	Father's/Partner's Name	Mother's Name
RICHARD, RYDER TIMOTHY	01/08/201	DERRY, NH	RICHARD, TIMOTHY	COOPER, HOLLY
RAY-COLEMAN, KOBE MILES	01/16/2013	NASHUA, NH	RAY-COLEMAN, LEDELL	TEEBOOM, TRICIA
ALIU, ANDI	01/17/2013	NASHUA, NH	ALIU, FATON	MEHMETI, ALBERTA
TINKHAM, CORRINE ELIZABETH	02/07/2013	MANCHESTER, NH	TINKHAM, JOSEPH	TINKHAM, KIMBERLY
MACDONALD, WYATT NATHAN	02/13/2013	CONCORD, NH	MACDONALD, RYAN	PEPPER, SHASTA-ANN
GARLAND, KATHERINE PAIGE	02/17/2013	NASHUA, NH	GARLAND, JACOB	GARLAND, LAURIE
PATTEN, KYLIE ELIZABETH	02/19/2013	NASHUA, NH	PATTEN, CHRISTOPHER	PATTEN, KRISTEN
LEPENVEN, NORA-LYN JOYCE	03/06/2013	CONCORD, NH	LEPENVEN JR, TIMOTHY	LEPENVEN, KRISTI
CALLAHAN, TYLER COLE	03/08/2013	MANCHESTER, NH	CALLAHAN, KEVIN	CHEN, TRACY
BUSH, ANNABELLE MARCIA	03/23/2013	NASHUA, NH	BUSH, JULIAN	DIERAUER, SAMANTHA
CORLEY, JACKSON LEE	03/26/2013	NASHUA, NH	CORLEY, JUSTIN	BECHARD, AMANDA
DILLON, MACI CHEVELLE	03/31/2013	NASHUA, NH	DILLON, CHRISTOPHER	MULDON, NICOLE
ALIU, TIANA	04/17/2013	NASHUA, NH	ALIU, ARGON	ALIU, HIDAJETE
CUTTER, GRANT ROBERT	04/22/2013	MANCHESTER, NH	CUTTER, ANDREW	KENNEDY CUTTER, SHANNON
BETTENCOURT, JAYMASON EVAN	04/26/2013	NASHUA, NH	BETTENCOURT, KEITH	KEEGAN, SANDRA
KIDD II, MICHAEL JAMES	05/02/2013	NASHUA, NH	KIDD, MICHAEL	KIDD, DANIELLE
MAYO, MARCUS MONGKOL	05/12/2013	NASHUA, NH	MAYO JR, RUSSEL	KAMHAI, PUTTIPORN
LETOURNEAU CAIDEN CHRISTOPHER	05/13/2013	CONCORD, NH	LETOURNEAU SR, CHRISTOPHER	LETOURNEAU, AMY
ARCHAMBAULT, CORRINE AMY	05/13/2013	NASHUA, NH	ARCHAMBAULT, DOUGLAS	ARCHAMBAULT, KATIE
PETTEYS, LINCOLN LYNN	05/19/2013	NASHUA, NH	PETTEYS, JEREMIAH	PETTEYS, ASHLEY
GRAY, ISABELLE ROSE	05/28/2013	NASHUA, NH	GRAY, BENJAMIN	GRAY, BROOKE
UYAGUARI, AUSTIN ANDRES	06/02/2013	NASHUA, NH	UYAGUARI BUELE, WALTER	UYAGUARI, ASHLEY
BRADY, JAMESON GRANT	06/09/2013	NASHUA, NH	BRADY III, JAMES	BRADY, PAULA
CAMERON, STELLA EILEEN	06/13/2013	MANCHESTER, NH	CAMERON JR., RANDEL	CAMERON, ADRIENNE
CHILDS-PUTNEY, ISAAC GIUSPPE	06/17/2013	NASHUA, NH	PUTNEY, ALFRED	CHILDS, KATHERINE
CORREAU, AUDREY IRENE	07/17/2013	NASHUA, NH	CORREAU, ADAM	CORREAU, ANGELA
NORMANDIN, AMMA ANN-MARIE	07/18/2013	MANCHESTER, NH	NORMANDIN, JOSEPH	NORMANDIN, SARAH
ROBITAILLE, SOPHIA JOAN	07/20/2013	MANCHESTER, NH	ROBITAILLE, JEREMY	ROBITAILLE, KARA





## RESIDENT BIRTH REPORT

### 01/01/2013-12/31/2013

(continued)

Child's Name	Birth Date	Birth Place	Father's/Partner's Name	Mother's Name
MAYNARD, RYAN ERNEST	08/06/2013	NASHUA, NH	MAYNARD, ROBERT	MAYNARD, NICOLE
LEARY, LORELEI DEBORAH	08/19/2013	NASHUA, NH	LEARY JR., FRANCES	LEARY, ANNELEISE
WISENBURG, HARRISON SERGIO	08/28/2013	NASHUA, NH	WISENBURG, MICHAEL	MURRAY, AMANDA
SAVARD, KAYLEE JOAN	09/07/2013	NASHUA, NH	SAVARD, DAVID	GETTINGS, KARA
SMALL, ANDREW RUSSELL	09/09/2013	NASHUA, NH	SMALL, MICHAEL	SMALL, ANDREA
WALKER, BRODY CHASE	10/15/2013	NASHUA, NH		WALKER, LETTIA
GAYLORD, BRIELLA FAITH	11/21/2013	MANCHESTER, NH	GAYLORD, RYAN	BURRIS, CAYLIN
FORHART, EMMA ROSE	12/03/2013	NASHUA, NH	FORHART, JOSHUA	FORHART, LINDSAY
WEBBER, KATHERINE APRIL	12/09/2013	NASHUA, NH	WEBBER, STEVEN	WEBBER, APRIL
DICHARD, GWEN ELIZABETH	12/10/2013	MANCHESTER, NH	DICHARD, RICHARD	DICHARD, KATHERINE
COULTER, GRACE SUSAN	12/10/2013	MANCHESTER, NH	COULTER, SEAN	COULTER, LAUREN
REUDA, LUIS ANTONIO FERNANDEZ	12/11/2013	MANCHESTER, NH	FERNANDEZ, LUIS	REUDA, MONICA
DITOLLA, RITA MARIE	12/17/2013	NASHUA, NH	DITOLLA, GERARD	DITOLLA, KATHERINE
CASTRO-COMERFORD, JORDAN RONALD	12/20/2013	NASHUA, NH	CASTRO, CRISTIAN	COMMERFORD, SHANNON
GENTILE, MAXWELL JOSEPH	12/23/2013	NASHUA, NH	GENTILE, BRENT	GENTILE, CHRISTINE

Total number of records 43



## RESIDENT DEATH REPORT

01/01/2013-12/31/2013

Decedent's Name	Death Date	Death Place	Father's Name	Mother's Maiden Name	Military
FREDERICK SR., PAUL	02/09/2013	NASHUA	FREDERICK, EDWARD	BROWN, MATILDA	Y
BURNELL, EVELYN	03/02/2013	NASHUA	JONES, ROY	HEBB, BERNICE	N
BRACKEN, MARGARET	03/15/2013	DERRY	MCCARTHY, JAMES	KLAUS, ANNA	N
MERCIER III, RAYMOND	03/31/2013	LITCHFIELD	MERCIER JR., RAYMOND	ARMSTRONG, MARILYN	N
DOWNS, JO-ANN	05/08/2013	LEBANON	O'BRIEN, JOHN	TOWERS, EVELYN	N
BYRNE, AVERY	05/30/2013	MANCHESTER	BYRNE JR., JOHN	JOHNSON, AMBER	N
BYRNE, DELANEY	05/30/2013	MANCHESTER	BYRNE JR., JOHN	JOHNSON, AMBER	N
HIGH, DWAYNE	05/30/2013	LITCHFIELD	HIGH, JESSE	GATES, EILEEN	Y
AUSSANT, RITA	06/06/2013	LITCHFIELD	RICARD, JOSEPH	LEVESQUE, AURORA	N
MILENAS, ANN	06/10/2013	NASHUA	LISIO, JOSEPH	LIGOWRI, ROSE	N
DESCOTEAUX, MILTON	06/26/2013	LITCHFIELD	DESCOTEAUX, JOSEPH	ROBERGE, PAULINE	Y
SAVAGE, ELLEN	07/05/2013	LITCHFIELD	WARRINGTON, CHARLES	BANKOWSKI, AGNES	N
EVERETT SR, HARRY	07/10/2013	MERRIMACK	EVERETT, WALTER	LEAR, THELMA	Y
ELDRIDGE, EDITH	07/19/2013	LITCHFIELD	HODGE, ELWOOD	BICKFORD, EDITH	N
VALOIS, MARTHA	08/07/2013	MERRIMACK	PRICE, LLOYD	UNKNOWN, VIVIAN	N
MANGO, RETA	10/09/2013	NASHUA	GREGERSON, MALLING	CURTIS, ANNA	N
DARBY, SHIRLEY	10/13/2013	NASHUA	DUNSFORD JR, WILLIAM	HALL, FRANCIS	N
WHEELER, JAMES	10/15/2013	LITCHFIELD	WHEELER, ROBERT	BAILEY, IRMA	N
MITCHELL, JASON	10/16/2013	MANCHESTER	MITCHELL, ROBERT	FRISSELLA, SHARLENE	N
PRINCE, CLEMENT	12/12/2013	DERRY	PRINCE, RAYMOND	GENDRON, CECILE	N
WARBURTIN, NANCY	12/24/2013	NASHUA	TYBURC, FRANCIS	CONNER, RUTH	N

Total number of records 21





## TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending

12/31/2013

### DEBITS

UNCOLLECTED TAXES AT THE BEGINNING OF THE YEAR*		LEVY FOR YEAR	PRIOR LEVIES		
		2013	2012	2011	2010+
Property Taxes	#3110	xxxxxx	\$ 409,673.28	\$0.00	\$ 0.00
Resident Taxes	#3180	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	#3120	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	#3185	xxxxxx	\$0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	#3187	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	#3189	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes		xxxxxx	\$ 0.00	\$ 0.00	\$0.00
Prior Years' Credits Balance**		\$ (\$35.83)			
This Year's New Credits		( \$ 13,232.04 )			

### TAXES COMMITTED THIS FISCAL YEAR

				FOR DRA USE ONLY
Property Taxes	#3110	\$ 16,616,538.00	\$3,197.00	
Resident Taxes	#3180	\$ 0.00	\$ 0.00	
Land Use Change Taxes	#3120	\$ 73,126.00	\$ 0.00	
Timber Yield Taxes	#3185	\$ 1,562.55	\$ 0.00	
Excavation Tax @ \$.02/yd	#3187	\$ 2,004.00	\$ 0.00	
Utility Charges	#3189	\$ 0.00	\$ 0.00	
Betterment Taxes		\$ 0.00	\$0.00	

### OVERPAYMENT REFUNDS

Property Taxes	#3110				
Resident Taxes	#3180				
Land Use Change	#3120				
Yield Taxes	#3185				
Excavation Tax @ \$.02/yd	#3187				
Credits Refunded		\$ 13,267.87	\$ 0.00	\$ 0.00	\$ 0.00
Interest - Late Tax	#3190	\$ 6,441.49	\$ 19,882.35	\$ 0.00	\$ 47.00
Resident Tax Penalty	#3190	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL DEBITS		\$ 16,699,672.04	\$ 429,555.63	\$0.00	\$47.00

\*This amount should be the same as the last year's ending balance. If not, please explain.

\*\*Enter as a negative. This is the amount of this year's taxes pre-paid last year as authorized by RSA 80:52-a.

\*\*The amount is already included in the warrant and therefore in line #3110 as a positive amount for this year's levy.

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL SERVICES DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)271-3397



## TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending 12/31/2013

### CREDITS

REMITTED TO TREASURER	LEVY FOR YEAR 2013	PRIOR LEVIES		
		2012	2011	2010+
Property Taxes	\$ 16,122,876.54	\$ 310,232.02	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 51,126.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 1,562.55	\$ 0.00	\$ 0.00	\$ 0.00
Interest & Penalties	\$ 6,441.49	\$ 19,812.35	\$ 0.00	\$ 47.00
Excavation Tax @ \$.02/yd	\$ 2,004.00	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Converted To Liens (Principal only)	\$ 0.00	\$ 99,269.05	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Discounts Allowed	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Prior Year Overpayments Assigned	\$ 0.00			

### ABATEMENTS MADE

Property Taxes	\$ 6,496.00	\$ 172.21	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CURRENT LEVY DEEDED	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

### UNCOLLECTED TAXES -- END OF YEAR #1080

Property Taxes	\$ 487,165.46	\$ 0.00	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 22,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Property Tax Credit Balance*	\$0.00	xxxxxx	xxxxxx	xxxxxx
TOTAL CREDITS	\$ 16,699,672.04	\$ 429,555.63	\$ 0.00	\$ 47.00

\*Enter as a negative. This is the amount of taxes pre-paid for next year as authorized by RSA 80:52-a.  
(Be sure to indicate a positive amount in the Property Taxes actually remitted to the treasurer.)





## TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending 12/31/2013

### DEBITS

UNREDEEMED & EXECUTED	2013	PRIOR LEVIES		
LIENS		2012	2011	2010+
Unredeemed Liens Beginning of FY		\$ 0.00	\$ 48,310.17	\$38,483.04
Liens Executed During FY	\$ 0.00	\$ 106,686.64	\$ 0.00	\$ 0.00
Unredeemed Elderly Liens Beg. Of FY		\$ 0.00	\$ 3,770.37	\$4,433.00
Elderly Liens Executed During FY	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest & Costs Collected	\$ 0.00	\$ 2,200.40	\$ 5,895.24	\$ 13,367.03
<b>TOTAL LIEN DEBITS</b>	<b>\$ 0.00</b>	<b>\$ 108,887.04</b>	<b>\$ 57,975.78</b>	<b>\$ 56,283.07</b>

### CREDITS

REMITTED TO TREASURER	2013	PRIOR LEVIES		
		2012	2011	2010+
Redemptions	\$ 0.00	\$ 47,650.98	\$ 29,824.60	\$ 38,732.03
Interest & Costs Collected #3190	\$ 0.00	\$ 2,200.40	\$ 5,895.24	\$ 13,367.03
Abatements of Unredeemed Liens	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Liens Deeded to Municipality	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Unredeemed Liens End of FY #1110	\$ 0.00	\$ 59,035.66	\$18,485.57	\$ 683.07
Unredeemed Elderly Liens End of FY	\$ 0.00	\$ 0.00	\$ 3,770.37	\$ 3,500.94
<b>TOTAL LIEN CREDITS</b>	<b>\$ 0.00</b>	<b>\$ 108,887.04</b>	<b>\$ 57,975.78</b>	<b>\$ 56,283.07</b>

Does your municipality commit taxes on a semi-annual basis (RSA 76:15-a)? \_\_\_\_\_

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

TAX COLLECTOR'S SIGNATURE

Theresa L. Briand

DATE

Theresa L. Briand

MS-61



**ANNUAL FINANCIAL REPORT  
LITCHFIELD, NH TOWN CLERK  
January 1, 2013 through December 31, 2013**

Dogs License	\$6,604.50
Paid to the State of New Hampshire	\$3,854.00
Duplicate Tags	\$2.50
Fines and Penalties	\$2,159.00
Dredge and Fill Permits	\$10.00
Voter Checklists	\$160.50
Incorporation Filings	\$0.00
Motor Vehicles Registrations	\$1,321,700.00
Paid to the State of New Hampshire	\$482,463.00
Municipal Agent Fees	\$30,399.00
Titles	\$3,344.00
Boats	\$18,589.00
Pole Permits	\$40.00
Postage	\$8,298.00
Hunting & Fishing Licenses	\$259.00
Paid to the State of New Hampshire	\$5,549.00
Returned-Check Fees	\$500.00
UCCs	\$1,560.00
<u>Vital Records</u>	
Town	\$1,085.00
Paid to the State of New Hampshire	\$2,470.00
 Total Receipts	 \$1,889,046.50

A true record of Town Clerk receipts, attest:

Theresa L. Briand  
Town Clerk  
January 9, 2014







MASON & HATHORN COMPANY

## INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen  
Town of Litchfield, New Hampshire

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Litchfield, New Hampshire, as of December 31, 2012, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

The Town's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion

on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Litchfield, as of December 31, 2012, and the respective changes in financial position thereof and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board* who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

*Mason & Hathorn Company PC*

Nashua, New Hampshire  
June 24, 2013

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the Town of Litchfield, we offer readers this narrative overview and analysis of the financial activities of the Town of Litchfield for the year ended December 31, 2012.

### **A. OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g., uncollected taxes and earned but unused vacation leave).

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for

governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs.

**Notes to financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

### **B. FINANCIAL HIGHLIGHTS**

- As of the close of the current year, the total of assets exceeded liabilities by \$28,614,544 (i.e., net position), a change of \$(650,220) in comparison to the prior year.
- As of the close of the current year, governmental funds reported combined ending fund balances of \$3,723,510, a change of \$(347,786) in comparison to the prior year.
- At the end of the current year, unassigned fund balance for the general fund was \$1,416,426, a change of \$18,817 in comparison to the prior year.

### **C. GOVERNMENT-WIDE FINANCIAL ANALYSIS**

The following is a summary of condensed government-wide financial data for the current and prior years.



NET POSITION	
	Governmental Activities
	2012 2011
Current and other assets	\$ 8,126 \$ 7,694
Capital assets	24,729 25,019
Total assets	32,855 32,703
Long-term liabilities outstanding	154 103
Other liabilities	4,086 3,335
Total liabilities	4,240 3,438
Net position:	
Net investment in capital assets	24,709 25,156
Restricted	2,113 2,468
Unrestricted	1,793 1,641
Total net position	\$ 28,615 \$ 29,265

#### CHANGES IN NET POSITION

	Governmental Activities	2012 2011
Revenues:		
Program revenues:		
Charges for services	\$ 326 \$ 185	
Operating grants	44 5	
Capital grants and contributions	233 222	
General revenues:		
Property taxes	2,766 2,612	
Penalties and interest on taxes	153 117	
Licenses and permits	1,430 1,446	
Investment income	31 106	
Intergovernmental	479 378	
Other	97 229	
Total revenues	5,559 5,310	
Expenses:		
General government	1,225 1,181	
Public safety	2,666 2,293	
Education	169 467	
Highways and streets	1,086 873	
Sanitation	378 448	
Health and welfare	78 69	
Culture and recreation	595 394	
Conservation	2 2	
Total expenses	6,209 5,727	
Change in net position before transfers	(650) (417)	
Transfers in (out)	- (9)	
Change in net position	(650) (423)	
Net position - beginning of year, as restated	29,265 29,688	
Net position - end of year	\$ 28,615 \$ 29,265	

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As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent year, total net position was \$28,614,544, a change of \$(650,220) from the prior year.

The largest portion of net position \$24,708,795 reflects our investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position \$2,112,461 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position \$1,793,288 may be used to meet the government's ongoing obligations to citizens and creditors.

**Governmental activities.** Governmental activities for the year resulted in a change in net position of \$(650,220). Key elements of this change are as follows:

General fund operations, as discussed further in Section D	\$ 8,695
Conservation fund operating results	55,219
Non-major funds operating results	(411,700)
Depreciation expense	(1,108,660)
Other	806,226
Total	\$ (650,220)

#### D. FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

As of the end of the current year, governmental funds reported combined ending fund balances of \$3,723,510, a change of \$(247,786) in comparison to the prior year. Key elements of this change are as follows:

6

General fund operating results	\$	8,695
Conservation fund operating results		55,219
Non-major funds operating results		(411,700)
Total	\$	(347,786)

The general fund is the chief operating fund. At the end of the current year, unassigned fund balance of the general fund was \$1,416,426, while total fund balance was \$1,809,510. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund expenditures. Refer to the table below.

General Fund	12/31/12	12/31/11	Change	Total General Fund Expenditures	% of
Unassigned fund balance	\$ 1,416,426	\$ 1,397,609	\$ 18,817	29.3%	
Total fund balance	\$ 1,809,510	\$ 1,800,815	\$ 8,695	37.4%	

The total fund balance of the general fund changed by \$8,695 during the current year. Key factors in this change are as follows:

State and local revenues surplus	\$	149,730
Budgetary appropriations turnbacks by departments		46,711
Excess tax collections over budget		32,826
Prior year encumbrances to be spent in the current year over current year encumbrances to be spent in the subsequent year		(11,451)
Change in capital reserve fund balance		1,329
Use of fund balance		(202,378)
Other timing issues		(8,072)
Total	\$	8,695

Included in the total general fund balance are the Town's capital reserve accounts with the following balances:

	12/31/12	12/31/11	Change
Capital stabilization	\$ 198,459	\$ 197,130	\$ 1,329
Total	\$ 198,459	\$ 197,130	\$ 1,329

#### E. GENERAL FUND BUDGETARY HIGHLIGHTS

There were no differences between the original budget and the final amended budget.

#### F. CAPITAL ASSET AND DEBT ADMINISTRATION

**Capital assets.** Total investment in capital assets for governmental and business-type activities at year-end amounted to \$24,728,635 (net of accumulated depreciation), a change of \$(290,157) from the prior year. This investment in capital assets includes land, buildings and system, improvements, and machinery and equipment.

There were no major capital events during the current year.

Additional information on capital assets can be found in the Notes to Financial Statements.

#### REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Board of Selectmen  
Town of Litchfield  
2 Liberty Way, Suite 2  
Litchfield, New Hampshire 03052



TOWN OF LITCHFIELD, NEW HAMPSHIRE  
STATEMENT OF NET POSITION  
DECEMBER 31, 2012

	Governmental Activities
<b>ASSETS</b>	
Current:	
Cash and short-term investments	\$ 6,653,291
Investments	905,351
Receivables, net of allowance for uncollectibles:	
Taxes	401,348
Departmental and other	79,138
Intergovernmental	2,980
Other assets	5,731
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Taxes	78,115
Capital assets:	
Land and construction in progress	3,685,734
Other capital assets, net of accumulated depreciation	21,042,901
<b>TOTAL ASSETS</b>	<b>32,854,587</b>
<b>LIABILITIES</b>	
Current:	
Accounts payable	192,943
Accrued liabilities	39,882
Other liabilities	86,542
Due to school district	3,754,796
Current portion of long-term liabilities:	
Capital lease payable	27,332
Compensated absence	5,004
Noncurrent:	
Capital lease payable, net of current portion	58,464
Compensated absence, net of current portion	95,080
<b>TOTAL LIABILITIES</b>	<b>4,240,043</b>
<b>NET POSITION</b>	
Net investment in capital assets	24,708,795
Restricted for:	
Grants and other statutory restrictions	1,888,807
Permanent funds	38,643
Nonspendable	184,811
Expendable	1,793,289
Unrestricted	
<b>TOTAL NET POSITION</b>	<b>\$ 28,614,544</b>

See notes to financial statements

TOWN OF LITCHFIELD, NEW HAMPSHIRE  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2012

	Governmental Activities	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expenses) Revenues and Changes in Net Position
<b>Governmental Activities:</b>						
General government	\$ 1,224,665		\$ 13,009	\$ -	\$ -	\$ (1,211,657)
Public safety	2,666,158		224,114	7,006	-	(2,435,006)
Education	169,278		-	-	-	(169,278)
Highways and streets	1,095,824		-	-	-	(1,095,824)
Sanitation	378,237		-	-	-	(297,863)
Health and welfare	77,779		-	-	-	(77,779)
Culture and recreation	594,840		8,073	38,682	100	(317,557)
Conservation	2,214		-	-	-	(2,214)
<b>Total Governmental Activities</b>	<b>\$ 6,209,298</b>		<b>\$ 325,550</b>	<b>\$ 43,818</b>	<b>\$ 232,528</b>	<b>\$ (5,807,400)</b>
<b>General Revenues and Contributions:</b>						
Taxes						2,766,206
Fees, interest and other charges						152,990
Licenses and permits						1,429,689
Investment income						31,455
Intergovernmental						479,411
Miscellaneous						97,429
<b>Total general revenues</b>						<b>4,957,180</b>
<b>Change in net position</b>						<b>(850,220)</b>
<b>Beginning of year, as restated</b>						<b>29,264,764</b>
<b>End of year</b>						<b>\$ 28,614,544</b>

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE  
RECONCILIATION OF TOTAL GOVERNMENTAL FUND  
BALANCES TO NET POSITION OF GOVERNMENTAL  
ACTIVITIES IN THE STATEMENT OF NET POSITION  
DECEMBER 31, 2012

<b>Total governmental fund balances</b>	<b>\$ 3,723,510</b>
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	24,728,635
• Revenues are reported on the accrual basis of accounting and are not deferred until collection	348,279
• Long-term liabilities, (net of prepaid debt service) including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(185,880)
<b>Net position of governmental activities</b>	<b>\$ 28,614,544</b>

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2012

	General Fund	Conservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and short-term investments	\$ 5,456,322	\$ 920,275	\$ 276,694	\$ 6,653,291
Investments	198,459	-	706,892	905,351
Receivables	504,462	-	-	504,462
Property taxes	43,336	-	35,800	79,136
Intergovernmental	-	-	2,980	2,980
Other assets	5,731	-	-	5,731
Due from other funds	10,638	10,400	6,425	27,464
<b>TOTAL ASSETS</b>	<b>\$ 6,218,949</b>	<b>\$ 930,675</b>	<b>\$ 1,028,791</b>	<b>\$ 8,178,415</b>
<b>LIABILITIES</b>				
Accounts payable	192,943	-	-	192,943
Accrued liabilities	39,882	-	-	39,882
Other liabilities	31,715	-	10,639	66,542
Due to other funds	16,625	-	-	27,464
Due to school district	3,754,796	-	-	3,754,796
<b>TOTAL LIABILITIES</b>	<b>4,038,161</b>	<b>-</b>	<b>45,466</b>	<b>4,081,627</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>373,278</b>	<b>-</b>	<b>-</b>	<b>373,278</b>
<b>FUND BALANCES</b>	<b>-</b>	<b>930,675</b>	<b>38,843</b>	<b>38,843</b>
Nonspendable	-	-	-	-
Restricted	-	-	882,495	1,813,170
Committed	198,459	-	65,955	264,414
Assigned	1,416,426	-	(3,968)	1,412,458
Unassigned	1,809,510	930,675	983,325	3,723,510
<b>TOTAL FUND BALANCES</b>	<b>1,809,510</b>	<b>930,675</b>	<b>983,325</b>	<b>3,723,510</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 6,218,949</b>	<b>\$ 930,675</b>	<b>\$ 1,028,791</b>	<b>\$ 8,178,415</b>

See notes to financial statements



TOWN OF LITCHFIELD, NEW HAMPSHIRE  
GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED DECEMBER 31, 2012

	General	Conservation	Nonmajor	Total
	Funds	Fund	Governmental	Governmental
				Funds
<b>Revenues:</b>				
Property taxes	\$ 2,772,576	\$ -	\$ -	\$ 2,772,576
Penalties, interest and other taxes	100,270	52,720	-	152,990
Licenses and permits	1,429,689	-	-	1,429,689
Intergovernmental	801,441	-	-	801,441
Charges for services	109,209	-	167,472	276,681
Investment income	5,390	2,398	23,686	31,474
Contributions	-	100	38,321	38,421
Miscellaneous	24,674	-	93,151	117,825
<b>Total Revenues</b>	<b>\$5,043,249</b>	<b>\$5,219</b>	<b>\$458,504</b>	<b>\$5,556,972</b>
<b>Expenditures:</b>				
Current:				
General government	1,274,377	-	16,358	1,290,735
Public safety	2,312,820	-	213,973	2,526,793
Education	-	-	169,278	169,278
Highways and streets	624,382	-	219,119	843,501
Sewerage	380,787	-	-	380,787
Health and welfare	72,612	-	5,167	77,779
Culture and recreation	123,589	-	442,386	565,975
Capital outlay	67,235	-	-	67,235
Conservation	2,214	-	-	2,214
<b>Total Expenditures</b>	<b>4,838,487</b>	<b>-</b>	<b>1,088,261</b>	<b>5,926,748</b>
<b>Other Financing Sources</b>				
Transfer in	1,942	-	197,999	199,941
Transfer out	(197,999)	-	(1,942)	(2,141)
<b>Total Other Financing Sources</b>	<b>(196,057)</b>	<b>-</b>	<b>186,057</b>	<b>-</b>
<b>Net Changes in Fund Balance</b>	<b>8,695</b>	<b>\$5,219</b>	<b>(\$11,700)</b>	<b>(\$347,786)</b>
<b>Fund Equity at Beginning of Year</b>	<b>1,900,515</b>	<b>875,455</b>	<b>1,385,025</b>	<b>4,161,295</b>
<b>Fund Equity at End of Year</b>	<b>\$ 1,909,510</b>	<b>\$ 930,675</b>	<b>\$ 1,373,325</b>	<b>\$ 4,213,510</b>

See notes to financial statements.

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TOWN OF LITCHFIELD, NEW HAMPSHIRE  
RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES OF  
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2012

<b>NET CHANGES IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ (347,786)</b>
• Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:	
Capital outlay purchases	\$38,897
Loss on capital dispositions	(20,395)
Depreciation	(1,108,660)
• Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for accounts receivable (i.e., real estate) differ between the two statements. This amount represents the net change in deferred revenue.	22,496
• The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position:	
Repayments of debt	44,504
Capital lease additions	(45,000)
• Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds.	(34,270)
<b>CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<b>\$ (650,220)</b>

See notes to financial statements.

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TOWN OF LITCHFIELD, NEW HAMPSHIRE  
FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET POSITION  
DECEMBER 31, 2012

	Agency Funds
<b>ASSETS</b>	
Cash and short-term investments	\$ 73,147
Investments	156,062
Total Assets	<u>\$ 229,209</u>
<b>LIABILITIES</b>	
Due to other governments	\$ 156,062
Due to developers	73,147
Total Liabilities	<u>\$ 229,209</u>

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE  
GENERAL FUND

STATEMENT OF REVENUES AND OTHER SOURCES,  
AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2012

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
<b>Revenues and other sources:</b>				
Property taxes	\$ 2,739,750	\$ 2,739,750	\$ 2,739,750	\$ -
Penalties, interest and other taxes	93,496	93,496	100,270	6,774
Licenses and permits	1,369,913	1,369,913	1,429,689	59,776
Intergovernmental	546,383	546,383	601,441	55,058
Charges for services	98,387	98,387	109,209	10,822
Investment income	2,800	2,800	4,061	1,261
Miscellaneous	9,467	9,467	25,506	16,039
Use of fund balance	202,378	202,378	202,378	-
Total Revenues	5,062,574	5,062,574	5,212,304	149,730
<b>Expenditures and other uses:</b>				
Current				
General government	1,250,650	1,250,650	1,249,698	952
Public safety	2,285,828	2,285,828	2,299,635	(13,807)
Highways and streets	657,704	657,704	652,973	4,731
Sanitation	374,926	374,926	384,137	10,789
Health and welfare	73,054	73,054	69,112	3,942
Culture and recreation	319,842	319,842	310,658	8,984
Conservation	2,191	2,191	2,214	(23)
Capital outlay	98,378	98,378	67,236	31,142
Debt service	1	1	-	1
Total Expenditures	5,062,574	5,062,574	5,015,863	46,711
Excess of revenues and other sources over expenditures and other uses	\$ -	\$ -	\$ 196,441	\$ 196,441

See notes to financial statements.



## TOWN OF LITCHFIELD, NEW HAMPSHIRE

### Notes to Financial Statements

#### 1. Summary of Significant Accounting Policies

The accounting policies of the Town of Litchfield (the Town) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

##### A. Reporting Entity

The Town is a municipal corporation governed by an elected Board of Selectmen. As required by generally accepted accounting principles, these financial statements present the government and applicable component units for which the government is considered to be financially accountable. In year 2012, it was determined that no entities met the required GASB 39 criteria of component units.

##### B. Government-wide and Fund Financial Statements

###### Government-wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfund activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

###### Fund Financial Statements

Separate financial statements are provided for governmental funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

##### C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

###### Government-wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as is the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as program revenues include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

###### Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers property tax revenues to be available if they are collected within 60 days of the end of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The Town reports the following major governmental funds:

- The general fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The conservation fund is used to account for 100% of the land use change tax (current use) revenue and expenditures incurred in the acquisition of conservation land including the maintenance of designated conservation properties within the Town's boundaries.

**D. Cash and Short-Term Investments**

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the general fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "Cash and short-term investments". The interest earnings attributable to each fund type are included under investment income.

**E. Investments**

State and local statutes place certain limitations on the nature of deposits and investments available. Deposits in any financial institution may not exceed certain levels within the financial institution. Non-fiduciary fund investments can be made in securities issued by or unconditionally guaranteed by the U.S. Government or agencies that have a maturity of one year or less from the date of purchase and repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase.

**F. Interfund Receivables and Payables**

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the year are referred to as either "due from/to other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans).

**G. Capital Assets**

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in governmental activities in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial individual cost of more than \$10,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

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Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	40
Building Improvements	15 - 20
Infrastructure	40
Vehicles and equipment	5 - 20

**H. Compensated Absences**

It is the Town's policy to permit employees to accumulate earned but unused vacation pay benefits. All vested vacation pay is accrued when incurred in the government-wide financial statements. A liability for this amount is reported in governmental funds only if it has matured, for example, as a result of employee resignations and retirements.

**I. Long-Term Obligations**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities Statement of Net Position.

**J. Fund Equity**

Fund equity at the governmental fund financial reporting level is classified as "fund balance". Fund equity for all other reporting is classified as "net position".

**Fund Balance** - Generally, fund balance represents the difference between the current assets and current liabilities. The Town reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

The Town's fund balance classification policies and procedures are as follows:

- 1) **Nonspendable funds** are either unspendable in the current form (i.e., inventory or prepaid items) or can never be spent (i.e., perpetual care).
- 2) **Restricted funds** are used solely for the purpose in which the fund was established. In the case of special revenue funds, these funds are created by statute or otherwise have external constraints on how the funds can be expended.

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- 3) Committed funds are reported and expended as a result of motions passed by the highest decision making authority in the government (i.e., Town Meeting).
- 4) Assigned funds are used for specific purposes as established by management. These funds, which include encumbrances, have been assigned for specific goods and services ordered but not yet paid for. This account also includes fund balance voted to be used in the subsequent year.
- 5) Unassigned funds are available to be spent in future periods.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the Town uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.

**Net Position** - Net position represents the difference between assets/deferred outflows and liabilities/deferred inflows. Net investment in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

#### K. Use of Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the year. Actual results could vary from estimates that were used.

## 2. Stewardship, Compliance, and Accountability

### A. Budgetary Information

The Town's budget is originally prepared by the Selectmen's office with the cooperation of the various department heads. It is then submitted to the Budget Committee, in accordance with the Municipal Budget Law. After reviewing the budget, the Committee holds a public hearing for discussion.

The final version of the budget is then submitted for approval at the annual Town Meeting. The approved budget is subsequently reported to the State

of New Hampshire on the statement of appropriation form in order to establish the current property tax rate.

The Selectmen cannot increase the total of the approved budget; however, they have the power to reclassify its components when necessary.

### B. Budgetary Basis

The general fund final appropriation appearing on the "Budget and Actual" page of the fund financial statements represents the final amended budget after all reserve fund transfers and supplemental appropriations.

### C. Budget/GAAP Reconciliation

The budgetary data for the general fund is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison to budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

General Fund	Revenues and Other	Expenditures and Other
Revenues/Expenditures (GAAP basis)	\$ 5,043,249	\$ 4,838,497
Other financing sources/uses (GAAP basis)	1,942	197,999
Subtotal (GAAP Basis)	5,045,191	5,036,496
Adjust tax revenue to accrual basis	(32,826)	-
Reverse beginning of year appropriation carryforwards from expenditures	-	(206,076)
Add end-of-year appropriation carryforwards from expenditures	-	194,625
To remove capital reserve funds	(1,329)	-
To record use of fund balance	202,378	-
To reverse other non-budgeted reclassifications	(1,110)	(9,182)
Budgetary basis	\$ 5,212,304	\$ 5,015,863

#### D. Deficit Fund Equity

The following funds had deficits as of December 31, 2012:

<u>Nonmajor Governmental Funds</u>	
State Grants	\$ (3,968)

The deficits in these funds will be eliminated through future intergovernmental revenues.

### 3. Cash and Short-Term Investments

Custodial Credit Risk - Deposits. Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. RSA 48:16 limits "deposit in any one bank shall not at any time exceed the sum of its paid-up capital and surplus, except that a Town with a population in excess of 50,000 is authorized to deposit funds in a solvent bank in excess of the paid-up capital surplus of said bank." The Town does not have a deposit policy for custodial credit risk.

As of December 31, 2012, \$1,476,805 of the Town's bank balances of \$6,774,046 was exposed to custodial credit risk as uninsured or uncollateralized.

### 4. Investments

#### A. Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. State law employs the prudent person rule whereby investments are made as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and, in general, avoid speculative investments.

Presented below (in thousands) is the actual rating as of year-end for each investment of the Town. (All federal agency securities have an implied credit rating of AAA):

<u>Investment Type</u>	<u>Fair Value</u>	<u>Minimum Legal Rating</u>	<u>Exempt From Disclosure</u>	<u>Rating as of Year End</u>	
				<u>Aaa</u>	<u>Aaa</u>
Certificates of deposits	\$ 963	N/A	\$ -	\$ 963	-
Corporate equities	\$ 98		\$ 98		
Total investments	\$ 1,061		\$ 98	\$ 963	

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#### B. Custodial Credit Risk

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Town's policy on custodial credit risk is to ensure prior to deposit that funds be secured by collateral having a market value at least equal to 102% of the amount deposited or invested.

#### C. Concentration of Credit Risk

The Town places no limit on the amount the Town may invest in any one issuer. Investments in any one issuer (other than U.S. Treasury securities and mutual funds) that represent 5% or more of total investments are as follows (in thousands):

<u>Investment Issuer</u>	<u>Amount</u>	<u>% of Total Investments</u>
TD Bank CD	\$ 493	46%
People's United Bank CD	480	45%
Total	\$ 983	

#### D. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The Town's policy on interest rate risk is to schedule maturities to coincide with projected cash flow needs.

<u>Total Portfolio Investment Maturing</u>	<u>Required Minimum Percentage of Total Portfolio</u>
1 year or under	100%
90 days or under	50%

Information about the sensitivity of the fair values of the Town's investments to market interest rate fluctuations is as follows (in thousands):

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	Investment	
	Maturities	
	(in Years)	
	Fair	
	Less	
	Value	Then 1
Investment Type		1.5
Certificates of deposit	\$ 963	\$ 480 \$ 483
Total	\$ 963	\$ 480 \$ 483

##### 5. Taxes Receivable

The Town bills property taxes semi-annually, in May and November. Property tax revenues are recognized in the year for which taxes have been levied. Property taxes are due on July 1 and December 1. Delinquent accounts are charged 12% interest. In March of the next year, a lien is recorded on delinquent property at the Registry of Deeds. The Town purchases all the delinquent accounts by paying the delinquent balance, recording costs, and accrued interest. The accounts that are lien by the Town will be reclassified from property taxes receivable to unredeemed tax liens receivable. After this date, delinquent accounts will be charged interest at a rate of 18%. The Town annually budgets amounts (overlay for abatements) for property tax abatements and refunds.

Taxes receivable at December 31, 2012 consist of the following (in thousands):

Real Estate	
2012	\$ 409
Unredeemed Taxes	
2011	48
2010	37
2009	2
Deferred Taxes	87
Total	\$ 504

##### Taxes Collected for Others

The Town collects property taxes for the State of New Hampshire, the Litchfield School District and the County of Hillsborough. Payments to the other taxing units are normally made throughout the year. The ultimate responsibility for the collection of taxes rests with the Town.

##### 6. Allowance for Doubtful Accounts

The receivables reported in the accompanying entity-wide financial statements reflect the following estimated allowances for doubtful accounts (in thousands):

	Governmental
Property taxes	\$ 25

##### 7. Interfund Fund Receivables/Payables

Although self-balancing funds are maintained, most transactions flow through the general fund. In order to obtain accountability for each fund, interfund receivable and payable accounts must be utilized. The following is an analysis of the December 31, 2012 balances in interfund receivable and payable accounts:

Fund	Due From Other Funds	Due To Other Funds
General Fund	\$ 10,639	\$ 16,825
Special Revenue Funds:	16,825	10,515
Capital Project Funds:	-	124
Total	\$ 27,464	\$ 27,464

##### 8. Due to School District

This represents the balance of the district assessment due to the Litchfield School District for the 2012/2013 school year.

##### 9. Capital Assets

Capital asset activity for the year ended December 31, 2012 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
Capital assets, being depreciated:				
Buildings and improvements	\$ 1,916	\$ 39	\$ (3)	\$ 1,952
Machinery, equipment, and furnishings	2,052	125	(46)	2,111
Infrastructure	35,134	675	-	35,809
Total capital assets, being depreciated	39,102	839	(49)	39,872
Less accumulated depreciation for:				
Buildings and improvements	(877)	(49)	1	(925)
Machinery, equipment, and furnishings	(1,223)	(176)	48	(1,351)
Infrastructure	(15,669)	(884)	-	(16,553)
Total accumulated depreciation	(17,769)	(1,109)	49	(18,829)
Total capital assets, being depreciated, net	21,333	(270)	(20)	21,043
Capital assets, not being depreciated:				
Land	3,886	-	-	3,886
Total capital assets, not being depreciated	3,886	-	-	3,886
Governmental activities capital assets, net	\$ 25,019	\$ (270)	\$ (20)	\$ 24,729

Depreciation expense was charged to functions of the Town as follows (in thousands):

<b>Governmental Activities:</b>	
General government	\$ 49
Public safety	112
Highway	912
Culture and recreation	14
Sanitation	22
Total depreciation expense - governmental activities	\$ 1,109

#### 10. Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses represent 2012 expenditures paid in 2013.

#### 11. Capital Lease Obligations

The Town is the lessee of certain equipment under capital and operating leases expiring in various years through 2015. Future minimum lease payments under the capital and operating leases consisted of the following as of December 31, 2012:

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	Year	Capital Leases
	2013	\$ 31,251
	2014	31,251
	2015	31,251
Total minimum lease payments		93,753
Less amounts representing interest		7,957
Present Value of Minimum Lease Payments		\$ 85,796

#### 12. Long-Term Liabilities

##### A. Changes in General Long-Term Liabilities

During the year ended December 31, 2012, the following changes occurred in long-term liabilities:

	Total Balance 1/1/12	Additions	Reductions	Total Balance 12/31/12	Less Current Portion	Equals Long-Term Portion 12/31/12
<b>Governmental Activities:</b>						
Other:						
Capital lease	\$ 85,300	\$ 45,000	\$ (44,504)	\$ 85,796	\$ (27,232)	\$ 58,464
Compensated absences	65,808	34,276	-	100,084	(3,004)	95,080
Totals	\$ 151,108	\$ 79,276	\$ (44,504)	\$ 185,880	\$ (32,236)	\$ 153,544

#### 13. Deferred Inflows of Resources

Deferred inflows of resources are the acquisition of net assets by the government that are applicable to future reporting periods. Deferred inflows of resources have a negative effect on net position, similar to liabilities. The following is a summary of deferred inflow of resources balances as of December 31, 2012:

	General Fund
Deferred revenues	\$ 373,278

#### 14. Restricted Net Position

The accompanying entity-wide financial statements report restricted net position when external constraints from grantors or contributors are placed on net position.

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Permanent fund restricted net position is segregated between nonexpendable and expendable. The nonexpendable portion represents the original restricted principal contribution, and the expendable represents accumulated earnings which are available to be spent based on donor restrictions.

## 15. Governmental Funds - Balances

Fund balances are segregated to account for resources that are either not available for expenditure in the future or are legally set aside for a specific future use.

The following types of fund balances are reported at December 31, 2012:

**Nonspendable** - Represents amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This fund balance classification includes nonmajor governmental fund reserves for the principal portion of permanent trust funds.

**Restricted** - Represents amounts that are restricted to specific purposes by constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation. This fund balance classification includes general fund encumbrances funded by bond issuances, various special revenue funds, and the income portion of permanent trust funds.

**Committed** - Represents amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Town's highest level of decision-making authority. This fund balance classification includes general fund encumbrances for non-lapsing, special article appropriations approved at Town Meeting, capital reserve funds set aside by Town Meeting vote for future capital acquisitions and improvements, and various special revenue funds.

**Assigned** - Represents amounts that are constrained by the Town's intent to use these resources for a specific purpose. This fund balance classification includes general fund encumbrances that have been established by various Town departments for the expenditure of current year budgetary financial resources upon vendor performance in the subsequent budgetary period.

**Unassigned** - Represents amounts that are available to be spent in future periods.

Following is a breakdown of the Town's fund balances at December 31, 2012:

	General Fund	Conservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable				
Nonexpendable permanent funds	\$ -	\$ -	\$ 38,643	\$ 38,643
Total Nonspendable	-	-	38,643	38,643
Restricted				
Conservation	-	\$90,675	-	\$90,675
Impact Fees	-	-	697,694	697,694
Special Revenue Fund	-	-	184,811	184,811
Expendable Permanent Funds	-	-	882,495	882,495
Total Restricted	-	\$90,675	1,664,999	1,755,674
Committed				
Capital reserve funds	198,459	-	-	198,459
Capital project funds	-	-	65,955	65,955
Total Committed	198,459	-	65,955	264,414
Assigned				
Encumbrances	194,625	-	-	194,625
Total Assigned	194,625	-	-	194,625
Unassigned				
Unassigned	1,416,426	-	(3,960)	1,412,466
Total Unassigned	1,416,426	-	(3,960)	1,412,466
Total Fund Balance	\$ 1,609,510	\$ 90,675	\$ 883,325	\$ 2,583,510

## 16. General Fund Unassigned Fund Balance

The unassigned general fund balance reported on the balance sheet is stated in accordance with generally accepted accounting principles (GAAP), which differs in respect to how unassigned fund balance is reported in accordance with the budgetary basis for reporting for the State of New Hampshire for tax rate setting purposes. The major difference is the State of New Hampshire considers revenues in connection with property tax receivables to be available to liquidate liabilities when billed rather than received.

The following summarizes the specific differences between GAAP basis and budgetary basis of reporting the general fund unassigned fund balance:

GAAP basis balance	\$ 1,416,426
Deferred Revenue	373,278
Tax Rate Setting Balance	\$ 1,789,704

## 17. Commitments and Contingencies

**Outstanding Legal Issues** - There are several pending legal issues in which the Town is involved. The Town's management is of the opinion that the potential future settlement of such claims would not materially affect its financial statements taken as a whole.

**Grants** - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

## 18. Post-Employment Healthcare and Life Insurance Benefits

The Town has implemented GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*. Statement 45 requires governments to account for other post-employment benefits (OPEB), primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially required contribution as an expense on the Statement of Activities when a future retiree earns their post-employment benefits, rather than when they use their post-employment benefit. To the extent that an entity does not fund their actuarially required contribution, a post-employment benefit liability is recognized on the Statement of Net Position over time. However, the Town participates in a community-rated plan, which insurance premium rates reflect the health claim experience of all participating employers. As a result, it is appropriate to use the unadjusted premium as the basis for projecting retiree benefits. Since the Town does not provide a benefit to retirees, and it is reasonable for the Town to project benefits using unadjusted premiums, the Town does not have an OPEB liability.

## 19. Retirement System

The Town follows the provisions of GASB Statement No. 27, *Accounting for Pensions for State and Local Government Employees*, (as amended by GASB 50) with respect to the employees' retirement funds.

### A. Plan Description

Full-time employees participate in the State of New Hampshire Retirement System (the System), a multiple-employer contributory pension plan and trust established in 1967 by RSA 100-A:2 and qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service,

disability, death, and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters and permanent police officers within the State of New Hampshire are eligible and required to participate in the system. Full-time employees of political subdivisions, including counties, municipalities, and school districts, are also eligible to participate as a group if the governing body of the political subdivision has elected participation.

The New Hampshire Retirement System, a Public Employees Retirement System (PERS), is divided into two membership groups, State or local employees and teachers belonging to Group I. Police officers and firefighters belong to Group II. All assets are held in a single trust and are available to each group. Funding policies, vesting requirements, contribution requirements and plan assets available to pay benefits are disclosed in the System's annual report available from the New Hampshire Retirement System located at 54 Regional Drive, Concord, New Hampshire 03301-8507.

### B. Funding Policy

Plan members are required to contribute a percentage of their gross earnings to the pension plan, which the contribution rates are 5% for employees and teachers and 9.3% for police and fire. The Town makes annual contributions to the pension plan equal to the amount required by Revised Statutes Annotated 100-A:16, and is 3.7% for teachers and 6.81% for all other covered employees. The Town's contributions to the System for the years ended December 31, 2012, 2011, and 2010 were \$221,674, \$213,693, and \$160,327, respectively, which were equal to its annual required contributions for each of these years.

## 20. Risk Management

The Town is exposed to various risks of loss related to torts; theft of damage to, and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. There were no significant reductions in insurance coverage from the previous year and have been no material settlements in excess of coverage in any of the past three years.

## 21. Beginning Net Position Restatement

The beginning (January 1, 2012) net position of the Town has been restated as follows:

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Government-Wide Financial Statements

	Governmental Activities
As previously reported	\$ 10,221,629
To adjust prior year capital assets	<u>19,043,135</u>
As restated	\$ <u>29,264,764</u>

The prior year fixed assets were restated to include Town roads dating back to 1980 previously not recorded. A replacement cost method along with the Consumer Price Index was used to estimate the historical costs.

**22. Implementation of New GASB Standards**

The GASB has issued Statement 68 *Accounting and Financial Reporting for Pensions*, which is required to be implemented in 2015. Management's current assessment is that this pronouncement will have a significant impact on the Town's basic financial statements by recognizing as a liability and expense, the Town's applicable portion of the Town's actuarially accrued liability.

## 2013 TAX RATE CALCULATION

**TOWN/CITY:** LITCHFIELD

Gross Appropriations	5,079,799
Less: Revenues	2,354,471
Add: Overlay (RSA 76:6)	47,274
War Service Credits	113,800

Net Town Appropriation	2,886,402
Special Adjustment	0

Approved Town/City Tax Effort	2,886,402
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**TOWN  
RATE 3.54**

### SCHOOL PORTION

Net Local School Budget:			
Gross Approp-Revenue	20,990,591	2,231,156	18,759,435
Regional School Apportionment			0
Less: Education Grant			-5,875,623

Education Tax (from below)	-1,850,157
Approved School(s) Tax Effort	11,033,655

**LOCAL  
SCHOOL  
RATE 13.52**

### EDUCATION TAX

Equalized Valuation (no utilities) x	\$2.435
759,818,147	1,850,157
Divide by Local Assessed Valuation (no utilities)	
786,192,754	

**STATE  
SCHOOL  
RATE 2.35**

### COUNTY PORTION

Due to County	947,757
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Approved County Tax Effort	947,757
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**COUNTY  
RATE 1.16**

Total Property Taxes Assessed	16,717,971	<b>TOTAL RATE 20.57</b>
Less: War Service Credits	-113,800	
Add: Village District Commitment(s)	0	
<b>Total Property Tax Commitment</b>	<b>16,604,171</b>	

### PROOF OF RATE

Local Assessed Valuation		Tax Rate	Assessment
Education Tax (no utilities)	786,192,754	2.35	1,850,157
All Other Taxes	816,159,054	18.22	14,867,814
			16,717,971



## 2011-2013 TAX RATE CALCULATION

2013 TAX RATE CALCULATION	
Town Rate	\$3.54
County Rate	\$1.16
Total School Rate	\$15.87
<b>Total Rate</b>	<b>\$20.57</b>



2012 TAX RATE CALCULATION	
Town Rate	\$3.57
County Rate	\$1.09
Total School Rate	\$15.15
<b>Total Rate</b>	<b>\$19.81</b>

2011 TAX RATE CALCULATION	
Town Rate	\$3.39
County Rate	\$1.10
Total School Rate	\$13.42
<b>Total Rate</b>	<b>\$17.91</b>

2010 TAX RATE CALCULATION	
Town Rate	\$3.18
County Rate	\$1.05
Total School Rate	\$14.97
<b>Total Rate</b>	<b>\$19.20</b>

## 2013 SUMMARY OF INVENTORY

### VALUE OF LAND ONLY:

Current Use	\$ 396,054.	
Residential Land	296,531,200.	
Commercial/Industrial	<u>10,962,400.</u>	
Total of Taxable Land		<b>307,889,654.</b>

### VALUE OF BUILDINGS ONLY:

Residential	\$ 457,160,200.	
Manufactured Housing	4,416,500.	
Commercial/Industrial	<u>20,699,800.</u>	
Total of Taxable Buildings		<b>482,276,500.</b>

UTILITIES	<u>29,966,300.</u>
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TOTAL VALUATION BEFORE EXEMPTIONS	<b>820,132,454.</b>
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Improvements to Assist Persons w/ Disabilities	<u>35,400</u>
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MODIFIED ASSESSED VALUATION OF ALL PROPERTIES	<b>\$ 820,097,054.</b>
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Blind Exemptions:	\$ 45,000.	
Elderly Exemptions:	<u>3,893,000.</u>	

TOTAL EXEMPTIONS	<b>\$3,938,000.</b>
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NET VALUATION ON WHICH THE TAX RATE IS COMPUTED	<b>\$ 816,159,054.</b>
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Less Public Utilities:	<u>29,966,300</u>
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NET VALUATION WITHOUT UTILITIES ON WHICH TAX RATE FOR STATE EDUCATION TAX IS COMPUTED	<b>\$ 786,192,754.</b>
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# IMPACT FEE SUMMARY SHEET

Municipal Impact Fee Summary Sheet									
Date	Encumbered	Purpose	Collected	CK Date	Expended	Name	Purpose	Collected	
8/20/2013	\$282.56	Fuel Fac. Proj.	8/28/07-9/12/07	9/17/13	\$45.14	Jolt Electric	Fuel Facility	8/27/07	
10/1/13-12/31/13	\$397.73	Refunds 6yr mark	10/1/07-12/31/07	9/17/13	\$2.26	Hudson True Value	Fuel Facility	8/27/07	
				9/17/13	\$0.35	Grand Rental	Fuel Facility	8/27/07	
				9/17/13	\$5.00	Harvey Bldg.	Fuel Facility	8/27/07	
				9/17/13	\$2.86	F.W. Webb	Fuel Facility	8/27/07	
				9/17/13	\$15.45	Benson Lumber	Fuel Facility	8/27/07	
				9/17/13	\$4.33	AH Harris	Fuel Facility	8/27/07	
				9/17/13	\$9.41	Redmix	Fuel Facility	8/27/07	
				9/24/13	\$1.70	Dultmeter Sales	Fuel Facility	8/27/07	
				9/24/13	\$2.70	F.W. Webb Co.	Fuel Facility	8/27/07	
				9/24/13	\$7.54	Grainiger	Fuel Facility	8/27/07	
				10/1/13	\$0.28	Hudson True Value	Fuel Facility	8/27/07	
				10/8/13	\$141.86	DLB Paving	Fuel Facility	8/27/07	
				10/8/13	\$38.69	Jolt Electric	Fuel Facility	8/27/07	
				10/22/13	\$2.23	Grainiger	Fuel Facility	8/27/07	
				10/22/13	\$2.76	Harvey Bldg.	Fuel Facility	8/27/07	
				12/24/13	\$54.41	Michael Fluett	Refund		
				Total	\$336.97				

RECREATION				
Date	Encumbered	Purpose	CK Date	Expended
2/27/2012	\$7,100.07	Remainder for fields	11/5/2013	\$88.00
Total	\$7,100.07		Total Exp.	\$88.00

Library Impact Fee Summary									
Date	Encumbered	Purpose	Collected	CK Date	Expended	Name	Purpose	Collected	
5/23/11	\$9,575.00	Fencing	11/15/05-2/8/07	7/30/13	\$975.00	Marshall Signs	Fencing	Encum. 2011	
	\$3,762.74	Refund 6 yr mark	2/14/07-9/14/07	11/13/13	\$45.00	Marshall Signs	Fencing	Encum. 2011	
9/23/12	\$2,500.00	Phase 1 Eng. New Facility	9/27/07-12/14/07	11/12/13	\$772.18	Lamontage	Refund	5/10/07-7/30/07	
12/9/13	\$5,800.00	Phase 2 Eng. New Facility	1/3/08-8/21/09	11/12/13	\$238.33	One Line Realty	Refund	4/20/07-8/27/07	
				11/12/13	\$135.19	Empire Homes	Refund	7/18/07	
				11/12/13	\$109.35	Robert Pace Homes	Refund	4/27/07	
				11/12/13	\$797.65	Taschereau Investment	Refund	3/6/07-9/14/07	
				11/19/13	\$340.55	Robert Pace	Refund	4/24/07	
				12/24/13	\$809.03	Ashwood Development	Refund	5/24/07-9/12/07	
Total Enc.	\$21,637.74			Total Expended	\$3,413.25				



# IMPACT FEE SUMMARY SHEET

Road Impact Fee Summary								
DATE	ENCUMBERED	PURPOSE	COLLECTED	CK DATE	EXPENDED	NAME	PURPOSE	COLLECTED
8/20/13	\$1,533.81	Fuel Facility Project	8/23/2011-8/25/2011	9/17/13	\$245.00	Jolt Electric	Fuel Facility	8/23/2011-8/25/2011
				9/17/13	\$12.26	Hudson True Value	Fuel Facility	8/23/2011-8/25/2011
				9/17/13	\$1.93	Grand Rental	Fuel Facility	8/23/2011-8/25/2011
				9/17/13	\$27.15	Harvey Building	Fuel Facility	8/23/2011-8/25/2011
				9/17/13	\$15.53	FW Webb	Fuel Facility	8/23/2011-8/25/2011
				9/17/13	\$83.91	Benson Lumber	Fuel Facility	8/23/2011-8/25/2011
				9/17/13	\$23.49	AH Harris	Fuel Facility	8/23/2011-8/25/2011
				9/17/13	\$51.10	Redmix	Fuel Facility	8/23/2011-8/25/2011
				9/24/13	\$9.21	Dutmeier Sales	Fuel Facility	8/23/2011-8/25/2011
				9/24/13	\$14.64	FW Webb Co	Fuel Facility	8/23/2011-8/25/2011
				9/24/13	\$40.94	Grainger	Fuel Facility	8/23/2011-8/25/2011
				10/1/13	\$1.54	Hudson True Value	Fuel Facility	8/23/2011-8/25/2011
				10/8/13	\$770.00	DLB Paving	Fuel Facility	8/23/2011-8/25/2011
				10/8/13	\$210.00	Jolt Electric	Fuel Facility	8/23/2011-8/25/2011
				10/22/13	\$12.13	Grainger	Fuel Facility	8/23/2011-8/25/2011
				10/22/13	\$14.98	Harvey Building	Fuel Facility	8/23/2011-8/25/2011
Total Enc.	\$1,553.81			Total expended	\$1,553.81			

# IMPACT FEE SUMMARY SHEET

FIRE IMPACT FEE SUMMARY							
Date	Encumbered	Purpose	Collected	CK Date	Expended	Name	Purpose
8/20/13	\$528.35	Fuel Facility Proj.	10/17/07	9/17/13	\$84.40	Jolt Electric	Fuel Facility
	\$898.44	Refunds 6 years	10/18/09-12/31/07	9/17/13	\$4.22	Hudson True Value	Fuel Facility
				9/17/13	\$0.66	Grand Rental	Fuel Facility
				9/17/13	\$9.35	Harvey Bldg	Fuel Facility
				9/17/13	\$5.35	FW Webb	Fuel Facility
				9/17/13	\$28.91	Benson Lumber	Fuel Facility
				9/17/13	\$8.09	AH Harris	Fuel Facility
				9/17/13	\$17.60	Redmix	Fuel Facility
				9/24/13	\$3.17	Dultmeier Sales	Fuel Facility
				9/24/13	\$5.04	FW Webb	Fuel Facility
				9/24/13	\$14.10	Grainger	Fuel Facility
				10/1/13	\$0.53	Hudson True Value	Fuel Facility
				10/8/13	\$265.25	DLB Paving	Fuel Facility
				10/8/13	\$72.34	Jolt Electric	Fuel Facility
				10/22/13	\$4.18	Grainger	Fuel Facility
				10/22/13	\$5.16	Harvey Bldg.	Fuel Facility
				12/24/13	\$187.38	Michael Fluett	Refund
<b>TOTAL</b>	<b>\$1,426.79</b>			<b>TOTAL</b>	<b>\$715.73</b>		

POLICE IMPACT FEE SUMMARY							
Date	Encumbered	Purpose	Collected	CK Date	Expended	Name	Purpose
8/20/13	\$8,191.36	Fuel Facility Proj.	6/28/10-8/13/13	9/17/13	\$1,312.50	Jolt Electric	Fuel Facility
				9/17/13	\$65.70	Hudson True Value	Fuel Facility
				9/17/13	\$10.31	Grand Rental	Fuel Facility
				9/17/13	\$145.44	Harvey Bldg.	Fuel Facility
				9/17/13	\$83.19	FW Webb	Fuel Facility
				9/17/13	\$449.50	Benson Lumber	Fuel Facility
				9/17/13	\$125.85	AH Harris	Fuel Facility
				9/17/13	\$273.75	Redmix	Fuel Facility
				9/24/13	\$49.39	Dultmeier Sales	Fuel Facility
				9/24/13	\$78.42	FW Webb	Fuel Facility
				9/24/13	\$219.32	Grainger	Fuel Facility
				10/1/13	\$8.27	Hudson True Value	Fuel Facility
				10/1/13	\$4,100.39	DLB Paving	Fuel Facility
				10/8/13	\$1,125.00	Jolt Electric	Fuel Facility
				10/22/13	\$64.58	Grainger	Fuel Facility
				10/22/13	\$79.78	Harvey Bldg.	Fuel Facility
<b>Total Enc.</b>	<b>\$8,191.36</b>			<b>Total Exp.</b>	<b>\$8,191.36</b>		

# IMPACT FEE SUMMARY SHEET

ELEMENTARY SCHOOL IMPACT FEE SUMMARY SHEET								
Date	Encumbered	Purpose	Collected	CK Date	Expended	Name	Purpose	Collected
8/20/13	\$221.59	Fuel Facility Proj.	8/2007	9/17/13	\$35.40	Jolt Electric	Fuel Facility	8/2007
	\$84,643.21	Refund 6 Yr. Mark	1/11/07-12/31/07	9/17/13	\$1.78	Hudson True Value	Fuel Facility	8/2007
				9/17/13	\$0.28	Grand Rental	Fuel Facility	8/2007
				9/17/13	\$3.92	Harvey Bldg.	Fuel Facility	8/2007
				9/17/13	\$2.24	FW Webb	Fuel Facility	8/2007
				9/17/13	\$12.12	Benson Lumber	Fuel Facility	8/2007
				9/17/13	\$3.39	AH Harris	Fuel Facility	8/2007
				9/17/13	\$7.38	Redimix	Fuel Facility	8/2007
				9/24/13	\$1.33	Dulmeier Sales	Fuel Facility	8/2007
				9/24/13	\$2.12	FW Webb	Fuel Facility	8/2007
				9/24/13	\$5.91	Grainger	Fuel Facility	8/2007
				10/1/13	\$0.22	Hudson True Value	Fuel Facility	8/2007
				10/8/13	\$111.25	DLB Paving	Fuel Facility	8/2007
				10/8/13	\$30.34	Jolt Electric	Fuel Facility	8/2007
				10/22/13	\$1.75	Grainger	Fuel Facility	8/2007
				10/22/13	\$2.16	Harvey Building	Fuel Facility	8/2007
				2/26/13	\$8,126.27	One Line Realty	Refund	1/11/07-1/23/07
				3/21/13	\$5,127.22	John Petronio	Refund	2/14/07
				4/16/13	\$19,370.65	John Gerossie	Refund	11/17/05-8/23/06
				4/23/13	\$5,302.53	Sarah Morin	Refund	3/16/07
				5/7/13	\$8,242.41	Taschereau Inv.	Refund	3/6/07-3/23/07
				6/11/13	\$3,985.51	One Line Realty	Refund	4/20/07
				6/11/13	\$5,762.79	Taschereau Inv.	Refund	4/11/07
				6/11/13	\$11,227.56	Robert Pace	Refund	4/24/07
				6/11/13	\$3,543.37	Robert Pace Homes	Refund	4/24/07
				6/25/13	\$6,319.22	Donna Charbonneau	Refund	12/4/06
				7/16/13	\$5,335.26	Taschereau Inv.	Refund	6/28/07
				8/20/13	\$4,508.49	Empire Homes	Refund	7/18/07
				9/13/13	\$3,955.37	One Line Realty	Refund	8/27/07
				11/12/13	\$22,323.55	Matthew St. Laurent	Refund	2005-2006
				10/25/13	\$7,182.81	Taschereau Inv.	Refund	9/14/07
				11/19/07	\$5,247.68	John Gerossie	Refund	10/18/07
				11/19/07	\$4,555.82	Grapevine Invest.	Refund	10/1/07
				11/19/13	\$1,931.42	Kimberly Caterino	Refund	10/17/07
				12/24/13	\$6,000.37	Michael Fluet	Refund	11/16/07
Total Enc.	\$84,864.80			Total Exp.	\$138,269.89			



# IMPACT FEE SUMMARY SHEET

CAMPBELL HIGH SCHOOL IMPACT FEE SUMMARY SHEET							
Date	Encumbered	Purpose	Collected	CK Date	Expended	Name	Purpose
8/20/13	\$221.59	Fuel Facility Proj.	9/10/10	9/17/13	\$35.40	Jolt Electric	Fuel Facility
				9/17/13	\$1.78	Hudson True Value	Fuel Facility
				9/17/13	\$0.28	Grand Rental	Fuel Facility
				9/17/13	\$3.92	Harvey Building	Fuel Facility
				9/17/13	\$2.24	FW Webb	Fuel Facility
				9/17/13	\$12.12	Benson Lumber	Fuel Facility
				9/17/13	\$3.39	AH Harris	Fuel Facility
				9/17/13	\$7.38	Redmix	Fuel Facility
				9/24/13	\$1.33	Dulmeier Sates	Fuel Facility
				9/24/13	\$2.12	FW Webb	Fuel Facility
				9/24/13	\$5.91	Grainger	Fuel Facility
				10/1/13	\$0.22	Hudson True Value	Fuel Facility
				10/8/13	\$111.25	DLB Paving	Fuel Facility
				10/8/13	\$30.34	Jolt Electric	Fuel Facility
				10/22/13	\$1.75	Granger	Fuel Facility
				10/22/13	\$2.16	Harvey Building	Fuel Facility
<b>Total Encum.</b>	<b>\$221.59</b>			<b>Total Exp.</b>	<b>\$221.59</b>		

## SCHEDULE OF TOWN PROPERTY

MAP-LOT	LOCATION	ACRES	LAND	BUILDING	TOTAL
5 - 147	Albuquerque Ave	0.96	25,800	0	25,800
13 - 60	Albuquerque Ave	8.70	114,700	0	114,700
5 - 150	9 Albuquerque Ave	12.25	118,500	0	118,500
12 - 25	BL273 Albuquerque Ave	51.10	321,300	0	321,300
17 - 5	BL55 Aldrich Street	55.50	291,700	0	291,700
19 - 101	BL123 Aldrich Street	15.00	153,900	0	153,900
2- 120	14 Amsterdam Circle	2.43	106,800	0	106,800
2 - 115	15 Amsterdam Circle	1.10	103,200	0	103,200
2 - 132	18 Amsterdam Circle	1.35	58,000	0	58,000
1 - 92	22 Amsterdam Circle	1.35	57,100	0	57,100
1 - 78	24 Amsterdam Circle	1.10	56,700	0	56,700
1 - 80	25 Amsterdam Circle	1.10	56,400	0	56,400
1 - 79	26 Amsterdam Circle	1.01	56,200	0	56,200
19 -102	55 Brenton Street	9.31	23,500	0	23,500
19 - 244	58 Brenton Street	34.77	216,200	0	216,200
19 - 245	85 Brenton Street	17.47	115,200	0	115,200
9 - 42	13.5 Brick Yard Drive	4.70	100,900	1,900	102,800
22 - 23	12 Brook Road	5.30	160,700	18,800	179,500
13 - 86	1 Carlisle Drive	0.32	8,300	0	8,300
19 - 77	56 Century Lane	1.92	17,200	0	17,200
1 - 4	12 Charles Bancroft Hwy	37.70	345,200	0	345,200
9 - 18	210 Charles Bancroft Hwy	2.09	68,700	0	68,700
9 - 21	211 Charles Bancroft Hwy	12.23	184,000	0	184,000
12 - 12	250 Charles Bancroft Hwy	8.80	142,000	0	142,000
12 - 33	258 Charles Bancroft Hwy	0.84	20,400	0	20,400
12 - 18	264 Charles Bancroft Hwy	1.80	104,600	0	104,600
12 - 19	268 Charles Bancroft Hwy	0.40	8,200	0	8,200
12 - 22	269 Charles Bancroft Hwy	1.70	148,300	422,900	571,200
12 - 23	275 Charles Bancroft Hwy	15.70	224,300	0	224,300
15 - 10	321 Charles Bancroft Hwy	0.97	92,500	0	92,500
22 - 13	528 Charles Bancroft Hwy	19.50	146,900	0	146,900
12 - 22A	269A Charles Bancroft Hwy	0.26	7,000	0	7,000
7 - 124	BL19 Birch	17.00	44,400	0	44,400
12 - 14	255 Charles Bancroft Hwy	2.10	143,600	510,300	653,900

**SCHEDULE OF TOWN PROPERTY**  
(continued)

MAP-LOT	LOCATION	ACRES	VALUE	BUILDING	TOTAL
22 - 10	BL520 Charles Bancroft Hwy	13.45	158,200	0	158,200
17 - 10	27 Colonial Drive	52.90	200,000	0	200,000
5 - 136	8 Cranberry Lane	1.01	97,800	0	97,800
5 - 133	12 Cranberry Lane	1.50	103,600	0	103,600
2 - 128	27 Cutler Road	4.11	110,600	0	110,600
2 - 83	31 Cutler Road	0.99	11,000	0	11,000
2 - 133	46 Cutler Road	7.06	118,500	0	118,500
2 - 87	51 Cutler Road	4.20	165,100	0	165,100
2 - 43	286 Derry Road	0.28	800	0	800
14 - 125	BL11 Evergreen Circle	18.50	136,000	0	136,000
8 - 2	17 Foxwood Lane	25.73	190,900	0	190,900
19 - 142	17 Garden Drive	2.77	16,100	0	16,100
18 - 150	25 Garden Drive	0.29	8,100	0	8,100
13 - 70	4 Greenwich Road	21.12	151,300	0	151,300
7 - 119	2 Grouse Lane	1.41	102,200	16,400	118,600
8 - 129	4 Grouse Lane	1.78	141,700	0	141,700
8 - 130	6 Grouse Lane	1.57	139,400	0	139,400
17 - 2	BL41 Heron Drive	21.00	198,300	0	198,300
14 - 66	Hillcrest Road	32.50	225,500	0	225,500
14 - 48	5 Hillcrest Road	6.80	125,400	0	125,400
14 - 67	24 Hillcrest Road	25.39	39,500	0	39,500
15 - 28	151 Hillcrest Road	35.35	388,100	259,000	647,100
15 - 31	152 Hillcrest Road	2.80	122,600	0	122,600
17 - 4	BL98 Hillcrest Road	23.46	60,000	0	60,000
16 - 9	BL119 Hillcrest Road	19.56	50,600	0	50,600
20 - 44	13 Jeff Lane	1.09	103,400	0	103,400
20 - 45	15 Jeff Lane	1.09	103,400	3,200	106,600
21 - 59	16 Jeff Lane	1.11	103,500	0	103,500
20 - 46	17 Jeff Lane	1.09	108,500	2,800	111,300
23 - 109	Lamper Drive	0.32	34,100	0	34,100
16 - 42	2 Liberty Way	20.50	786,100	731,500	1,517,600
14 - 36	27 Locke Mill Drive	43.07	203,600	0	203,600
9 - 74	11 McElwain Drive	0.91	29,300	0	29,300
13 - 54	BL12 Muscovy Drive	3.86	10,600	0	10,600
13 - 51	BL13 Muscovy Drive	4.20	11,000	0	11,000



**SCHEDULE OF TOWN PROPERTY**  
(continued)

MAP-LOT	LOCATION	ACRES	VALUE	BUILDING	TOTAL
13 - 10	9A Nathan Drive	3.00	111,200	0	111,200
13 - 6	9B Nathan Drive	3.67	9,600	0	9,600
10 - 60	23.5 Nesenkeag Drive	3.11	88,600	0	88,600
19 - 132	16 Nesmith Court	4.70	17,300	0	17,300
5 - 142	57 Page Road	1.00	55,000	0	55,000
5 - 144	60 Page Road	0.16	4,600	0	4,600
5 - 196	75 Page Road	8.00	247,800	0	247,800
4 - 32	111 Page Road	21.60	183,800	0	183,800
5 - 237	BL3 Page Road	8.00	22,000	0	22,000
13 - 158	Parcel B Grassy Pond	2.88	16,900	0	16,900
18 - 79	2 Pearson Street	2.76	106,500	33,600	140,100
9 - 30	17 Pinecrest Road	5.20	135,800	0	135,800
14 - 21	143 Pinecrest Road	5.65	187,900	0	187,900
9 - 32	19.5 Pinecrest Road	1.10	83,100	0	83,100
11 - 15	BL149 Pinecrest Road	16.00	37,600	0	37,600
14 - 49	9 Rookery Way	19.00	97,700	0	97,700
2 - 106	7 Rotterdam Drive	1.00	102,900	0	102,900
2 - 111	8 Rotterdam Drive	1.10	103,500	0	103,500
2 - 107	9 Rotterdam Drive	1.10	103,500	0	103,500
2 - 110	10 Rotterdam Drive	1.10	103,500	0	103,500
20 - 117	9 Sybil Lane	1.04	12,300	0	12,300
20 - 119	11 Sybil Lane	1.07	12,500	0	12,500
18 - 137	13 Sybil Lane	1.09	12,600	0	12,600
18 - 136	15 Sybil Lane	1.06	12,400	0	12,400
18 - 134	17 Sybil Lane	1.32	13,800	0	13,800
7 - 62	81 Talent Road	4.10	110,600	0	110,600
7 - 64	83 Talent Road	6.77	152,200	0	152,200
14 - 138	49 Tanager Way	0.93	106,000	0	106,000
17 - 38	BL138 Tanager Way	1.34	3,700	0	3,700
7 - 121	4 Wood Hawk Way	12.12	321,500	75,200	396,700
8 - 95	26 Wood Hawk Way	1.34	104,800	0	104,800
11 - 10	BL129 Wren Street	5.47	13,500	0	13,500
<b>Total</b>	<b>101</b>		<b>\$11,091,900</b>	<b>\$2,075,600</b>	<b>\$13,167,500</b>

## DETAIL EXPENSE REPORT 2013

	<b>EXECUTIVE</b>	
Appropriation		108,788.00
Expended:		
	Town Administrator	88,053.11
	Selectmen's Salaries	6,000.00
	Health Insurance	7,518.36
	Dental Insurance	1,387.02
	Recording Fees	0.00
	Clerical Support	4,785.68
	Dues & Subscriptions	195.00
	Books & Periodicals	16.00
	Mileage & Tolls	176.15
	BOS Training	130.00
	Background Checks	40.00
	Total	108,301.32
Surplus/(Deficit)		486.68

	<b>TOWN MEETING</b>	
Appropriation		9,507.00
Expended:		
	Ballot Clerks	642.26
	Election Workers	0.00
	Moderator	1,322.72
	Clerical Support	350.00
	Equipment Maint.	
	Contract	431.91
	Annual Town Report	4,075.57
	Election Provisions	140.84
	Optech Programming	
	Support	857.00
	Ballots	1,769.40
	Total	9,589.70
Surplus/(Deficit)		(82.70)

	<b>TOWN CLERK</b>	
Appropriation		92,309.00
Expended:		
	Deputy Town Clerk	19,501.61
	Clerk Wages	15,000.33
	Town Clerk Salary	30,877.64
	Overtime Deputy	175.36
	Health Insurance	14,134.50
	Dental Insurance	1,074.72
	Software Support	4,720.20
	Dues & Subscriptions	95.00
		337.05

	Printer Cartridges	493.43	
	Postage	3,543.84	
	Equipment Purchases	112.23	
	Mileage & Tolls	1,546.70	
	Seminars & Conventions	519.96	
	Total	92,132.57	
Surplus/(Deficit)			176.43

#### ACCOUNTING & AUDITING

Appropriation			193,451.00
Expended:			
	Sec/Bookkeeping Staff	130,208.35	
	Stipend-Treasurer & Deputy	8,000.00	
	Stipend-Trustees of TF Overtime	175.92	
	Sec/Bookkeeping	1,130.65	
	Health Insurance	24,608.43	
	Dental Insurance	762.36	
	Software Support	3,642.00	
	Consulting Services	21.00	
	Printing	426.71	
	Dues & Subscriptions	25.00	
	Office Supplies	4,014.80	
	Postage	1,419.63	
	Mileage & Tolls	411.39	
	Seminars	90.00	
	Auditing Services	19,000.00	
	Total	193,936.24	
Surplus/(Deficit)			(485.24)

#### INFORMATION TECHNOLOGY

Appropriation			49,579.00
Expended:			
	Telephone & Data	18,143.12	
	Software Support	8,678.47	
	Equipment & Maintenance	8,078.82	
	Equipment Purchase	13,670.86	
	Equipment Lease	3,569.86	
	Furniture/Fixture Purchase	500.00	
		52,641.13	
Surplus/(Deficit)			(3,062.13)



**TAX COLLECTOR**

Appropriation 91,556.00  
Expended:

Deputy Tax Collector	19,501.61
Clerk Wages	14,999.53
Tax Collector Salary	30,877.64
Overtime	175.41
Health Insurance	14,134.68
Dental Insurance	1,074.73
Property Title Research	509.49
Recording Fees	193.95
Dues & Subscriptions	20.00
Postage	4,697.82
Equipment Purchases	572.00
Mileage & Tolls	1,368.98
Seminars & Convention	486.00
Total	88,611.84

Surplus/(Deficit) 2,944.16

**BUDGETING**

Appropriation 2,507.00  
Expended:

Secretarial/Steno Services	2,105.46
Seminars	60.00
Total	2,165.46

Surplus/(Deficit) 341.54

**LEGAL EXPENSE**

Appropriation 40,800.00  
Expended:

Town Attorney Legal Services	17,118.52
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Surplus/(Deficit) 23,681.48

**PERSONNEL ADMINISTRATION**

Appropriation 434,803.00  
Expended:

Health Insurance Return	6,258.68
Flexible Spending Plan	0.00
Short Term Disability	9430.39
Social Security Taxes	65,518.34
Medicare Taxes	28,896.35
Employee Retirement	53,037.82
Firefighter Retirement	33,719.87
Police Retirement	185,384.65

	Unemployment	10,135.12	
	Workers Compensation	28,355.75	
	Total	420,736.97	
Surplus/(Deficit)			14,066.03

#### PLANNING BOARD

Appropriation			55,599.00
Expended:			

Admin. Assistant	27,352.55
Health Insurance	7,518.42
Dental Insurance	476.52
Public Notices & Ads	969.23
NRPC Planner	21,202.69
Postage	6.11
Books & Periodicals	64.00
Mileage & Tolls	158.47
Seminars	315.00
Total	58,062.99

Surplus/(Deficit)	(2,463.99)
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#### ZONING BOARD OF ADJUSTMENT

Appropriation	767.00
Expended:	

Public Notices & Ads	339.15
Books & Periodicals	72.00
Seminars	120.00
Total	531.15

Surplus/(Deficit)	235.85
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#### GENERAL GOVERNMENT BUILDINGS

##### FACILITIES

Appropriation	53,557.00
Expended:	

Custodian	7,962.24
Mtg. House Fire Alarm	
Phone	785.70
Electricity	15,545.66
Propane Gas	6,233.20
Water Charges	1,914.86
Meeting House	
Electricity	475.55
Building Maint. &	
Repairs	6,417.26
Eqt. Repair & Maint.	7,731.97
School Fuel Usage	2,428.35
Gas Station	10,932.32

Custodial Maint

	Supplies	1,302.28	
	Furniture/Fixture Purchase	0.00	
	Total	61,729.39	
Surplus/(Deficit)			(8,172.39)

#### CEMETERIES

Appropriation			9,503.00
Expended:			

Grounds keeping	6,345.00
Pinecrest Water Hillcrest	184.89
Bldg/Monument Repair	0.00
Pinecrest fencing	206.00
Total	6,735.89

Surplus/(Deficit)		2,767.11
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#### INSURANCE

Appropriation			58,174.00
Expended:			

General Liability	51,204.05
Insurance Deductibles	515.85
Total	51,719.90

Surplus/(Deficit)		6,454.10
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#### ADVERTISING & REGIONAL ASSNS

Appropriation			13,360.00
Expended:			

Printing	675.00
Public Notice & Ads	282.88
Dues & Subscriptions	12,275.33
	13,233.21

Surplus/(Deficit)		126.79
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#### POLICE DEPARTMENT

ADMINISTRATION			
Appropriation			1,318,905.00
Expended:			

PD Salary-Administration	161,247.28
PD Wages-Officers	540,477.23
Wages-Admin Asst.	32,615.78
Part-Time Officers	74,275.44
Overtime-Officers	85,955.69
Overtime Lieutenant	10,665.00
PD Wages-Court OT	8,396.21
Overtime Training	19,232.88



Uniform Allowance	5,000.00	
Community Detail	2,426.16	
Health Insurance	180,586.96	
Dental Insurance	11,885.43	
Long-term Disability	2,099.73	
Life Insurance	1,238.00	
Uniforms & Accessories	6,803.01	
Emergency Response Team	5,000.00	
Shredding Service	525.00	
Telephone	7,904.21	
Pre-employ Phy/Testing	808.25	
Prosecutor Contracted	59,459.88	
Clerical Services	1,340.65	
Dues & Subscriptions	575.00	
Software Support	13,678.50	
Community Relations	167.95	
Office Supplies	1,998.27	
Postage	177.33	
Books & Periodicals	1,528.20	
Equipment Purchase	5,712.77	
Cruiser Purchase	31,393.12	
Ammunition/Supplies	4,949.31	
Tire Purchase	3,224.04	
General Supplies	1,407.43	
Equipment Maint. & Repair	1,642.22	
Printing	765.54	
Vehicle Fuel	51,705.74	
Vehicle Repair & Maintenance	16,228.39	
Seminars & Conventions	12,710.74	
Detail Vehicle		
Reimbursement	-19,884.25	
Total	1,345,923.09	
Surplus/(Deficit)		(27,018.00)

#### **CRIME CONTROL & INVESTIGATION**

Appropriation 201,736.00

Expended:

Sergeant Wages	136,455.87
Sergeant Overtime	20,582.75
Sergeant Court Wages	2,249.07
Uniform Allowance	800.00
Health Insurance	27,121.60
Dental Insurance	1,836.03
Uniforms & Accessories	335.85

	Software Support	9,915.93	
	Eqt. Maintenance		
	Contract	1,418.43	
	Minor Tools & Supplies	2,453.03	
	Seminars	3,715.36	
	Total	206,883.92	
Surplus/(Deficit)			(5,147.92)

#### **SUPPORT SERVICES**

Appropriation			139,167.00
Expended:			

	Sec/Dispatcher Wages	91,845.92	
	Dispatch Coverage	11,592.98	
	Sec/Dispatcher		
	Overtime	2,682.72	
	Uniform Allowance	800.00	
	Health Insurance	11,278.44	
	Dental Insurance	984.84	
	Dispatch Service		
	Contract	26,080.00	
	Total	145,264.90	
Surplus/(Deficit)			(6,097.90)

#### **AMBULANCE**

Appropriation			49,500.00
Expended:			

	Ambulance Service		
	Charges	38,000.00	
	Bad Debt	0.00	
	Total	38,000.00	
Surplus/(Deficit)			11,500.00

#### **FIRE DEPARTMENT**

##### **ADMINISTRATION**

Appropriation			501,690.00
Expended:			

Wages-Fire Chief	34,599.06	
Wages-FT		
Firefighter/EMT	114,739.70	
Wages-Call Firefighter	71,595.03	
Wages-Training	36,722.74	
Saturday/Sunday		
Coverage	18,196.74	
Fire Inspector	3,829.62	
Overtime-		
Firefighter/EMT	9,025.21	
Overtime-Training-FF	7,298.37	

	Dispatch Service Contract	6,288.00	
	Instructor Services	4,664.24	
	Electricity	4,971.96	
	Heat	3,268.20	
	Station Repairs & Maintenance	5,761.35	
	General Supplies	1,778.69	
	Community Relations Supplies	608.16	
	Equipment Repair & Maintenance	20,834.36	
	Vehicle Fuel	10,281.54	
	Custodial Maintenance	1,003.26	
	Vehicle Repairs & Maint	31,360.03	
	Medical Supplies	2,831.67	
	Provisions	468.47	
	Equipment Leases	1,114.70	
	FD Mileage & Tolls	86.96	
	FD Seminars & Conventions	7,465.06	
	Short Term Disability	3,354.00	
	Dental Insurance	1,879.50	
	FD Health	28,833.56	
	FD Uniforms & Accessories	3,940.27	
	Telephone	5,138.87	
	Computer Software Cont.	1,585.00	
	Pre-employment Phy/Tests	3,247.50	
	Dues & Subscriptions	554.00	
	Office Supplies	747.10	
	FD Books & Periodicals	733.15	
	Protective Gear	16,129.66	
	Computer Eqt. Purchases	13,362.84	
	Chief's Vehicle Lease/Purch	0.00	
	Delinquent Late Charges	0.00	
	Total	478,298.57	
Surplus/(Deficit)			23,391.43



**FIRE HYDRANTS**

Appropriation 265,020.00  
Expended:

FD Hydrants 266,571.96

Surplus/(Deficit) (1,551.96)

**CODE ENFORCEMENT**

Appropriation 79,291.00  
Expended:

Code Enforce. Salary 67,329.61  
Temp. Inspect. Wages 812.00  
Dental Insurance 492.42  
Health Insurance 6,015.76  
Telephone 420.14  
Printing 128.98  
Dues Licenses &  
Subscript 125.00  
Vehicle Fuel 1,548.35  
Vehicle Repair/Maint 161.96  
Seminars &  
Conventions 250.00  
Totals 77,284.22

Surplus/(Deficit) 2,006.78

**EMERGENCY MANAGEMENT**

Appropriation 9,286.00  
Expended:

Software Support 2,422.00  
Hazmat District Assess 6,311.76  
Equipment Purchases 758.89  
Total 9,492.65

Surplus/(Deficit) (206.65)

**HIGHWAY AND STREETS****Road Agent's Office**

Appropriation 31,578.00  
Expended:

Road Agent Salary 913.48  
Consulting Engineer  
Service 13,143.78  
Telephone 1,157.57  
Electricity 4,203.32  
Propane Heat 4,524.69  
Dues & Subscriptions 175.00

	Bldg Maint/Repair	2,439.19	
	Total	26,557.03	
Surplus/(Deficit)			5,020.97

#### **ROAD MAINTENANCE**

Appropriation			580,537.00
Expended:			

Workmen Wages	86,116.87
Workmen Overtime	13,936.39
Contractor Services	82,313.50
Catch Basin Clean Outs	11,822.50
Catch Basin Replacement	12,158.65
Equipment Rental	26.40
Pavement	
Striping/Markings	14,953.68
Tree Removal	2,690.00
Road Sweeping	7,560.00
Culvert Replacement	516.00
Road	
Maint/Improvement	17,710.68
General Supplies	2627.83
Vehicle Fuel	20,846.14
Vehicle	
Repair/Maintenance	32,138.85
Tire Purchases	892.00
Gravel Purchase	1,614.91
Sand	5,098.51
Salt	73,548.57
Asphalt/Cold Patch	
Purchase	2,778.55
Signs, Posts &	
Accessories	2,078.80
HW Block Grant Road	
Improvements	169,833.00
Safety Equipment	1,170.60
Vehicle Lease	23,690.72
Equipment Purchase	6,422.24
Total	592,545.39

Surplus/(Deficit)		(12,008.39)
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#### **STREET LIGHTING**

Appropriation			11,500.00
Expended:			

Street Lights-Utility Fees	11,781.16
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Surplus/(Deficit)		(281.16)
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**SANITATION****ADMINISTRATION**

Appropriation 369,462.00  
Expended:

Facility Manager	54,000.00
Wages-Staff	58,085.62
Overtime	5,683.52
Health Insurance	16,239.74
Dental Insurance	1,387.08
Dues/Northeast	
Resource	6,842.55
Electricity	5,779.96
Propane	312.00
Building Repair &	
Maintenance	3,866.82
General Supplies	1,416.59
Equipment Repair &	
Maint	8,518.90
Diesel Fuel	2,141.92
Uniforms & Accessories	1,417.91
Demolition Material	
Disposal	91,270.27
Solid Waste Disposal	79,525.05
Recyclables Direct	
Disposal	5,249.32
Electronics Recycling	5,850.00
Equipment Lease	7,560.51
SW Mileage & Tolls	39.29
Seminars/Workshops	150.00
Total	355,337.05

Surplus/(Deficit) 14,124.95

**HEALTH DEPARTMENT**

Appropriation 1,636.00  
Expended:

Health Officer Salary	1,390.52
Water Analysis	160.00
Dues & Subscriptions	25.00
Seminars &	
Conventions	90.00
Total	1,665.52

Surplus/(Deficit) (29.52)

**MOSQUITO DISTRICT**

Appropriation 29,910.00  
Expended:

Contracted Services	- 28,050.00
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Surplus/(Deficit) 1,860.00



**ANIMAL CONTROL**

Appropriation 16,807.00  
Expended:

Animal Control Officer	10,740.60
Mileage Allowance	2,400.00
General Supplies	1,336.39
Telephone	511.37
Electricity	394.61
Dues & Licenses	240.00
Building	
Repairs/Maintenance	1,268.25
Equipment Purchases	299.72
Total	17,190.94

Surplus/(Deficit) (383.94)

**HEALTH AGENCIES**

Appropriation 1,900.00  
Expended:

Child Advocacy Center	1,900.00
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Surplus/(Deficit) 0.00

**WELFARE****VENDOR PAYMENTS**

Appropriation 20,000.00  
Expended:

Electricity	4,496.91
Heating Oil/Gas	1,979.73
Groceries, household items	1,025.00
Housing (rent)	9,281.00
Water	137.82
Total	16,920.46

Surplus/(Deficit) 3,079.54

**PARKS AND RECREATION****ADMINISTRATION & PROGRAMS**

Appropriation 89,075.00  
Expended:

Wages-Custodian	6,536.87
General Supplies	1,568.36
Telephone	1,251.83
Electricity	5,642.16
Chem Toilet Rental	3,169.77
Equipment Repair/Maint	552.21
Field Improvement/Cap	1,569.60

	Field Maintenance	42,645.29	
	Equipment Purchases	1,893.00	
	Furniture/Fixture		
	Purchase	477.00	
	Public Notices & Ads	122.25	
	Water	977.14	
	Building Repair & Maint.	7,246.05	
	Propane-Talent Hall	7,172.16	
	Trash Container		
	Services	4,118.69	
	Program Expenses	955.42	
	Total	85,897.80	
Surplus/(Deficit)			3,177.20

#### LIBRARY

Appropriation			197,899.00
Expended:			
	Library Appropriation	197,899.00	
	Total	197,899.00	
Surplus/(Deficit)			0.00

#### PATRIOTIC PURPOSES

Appropriation			949.00
Expended:			
	Mem Day Gen Supplies	924.27	
	Total	924.27	
Surplus/(Deficit)			24.73

#### CONSERVATION

Appropriation			2,206.00
Expended:			
	Dues & Subscriptions	345.00	
	Mileage & Tolls	20.34	
	Youth Fishing Derby	496.84	
	Total	862.18	
Surplus/(Deficit)			1,343.82

#### TRANSFER OUT

Appropriation			0.00
Expended:			
	Transfer to AMB Bad Debt	11,500.00	
			(11,500.00)

#### DEBT SERVICE

Appropriation			1.00
Expended:			
		0.00	
Surplus/(Deficit)			1.00

	<b>WARRANT ARTICLES</b>		
Appropriation			104,952.00
Expended:			
	2013 Art. 5 Defib		
	Monitors	67,826.44	
	2013 Art. 7 Building		
	System	20,000.00	
	2013 Art.8 TH Entrance		
	Repair	9,900.00	
	2013 Art.12 Human		
	Serv Agency	4,952.00	
		<u>102,678.44</u>	
Surplus/(Deficit)			2,273.56



**COMPARATIVE STATEMENT-REVENUE**  
**Year Ending December 31, 2013**

<b>SOURCE</b>	<b>2013</b>	<b>2013</b>	<b>2014</b>
	<b>MS-4</b>	<b>Actual</b>	<b>Anticipated</b>
<b>TAXES</b>			
Land Use Change Tax (20%)	10,171.00	14,625.20	0.00
Timber Taxes	1,562.00	1,562.55	1,500.00
Payment in Lieu of Taxes	31,095.00	31,788.87	31,095.00
Excavation Taxes	2,004.00	2,004.00	2,000.00
Penalties & Interest on Taxes	42,979.00	40,415.92	41,500.00
<b>TOTAL</b>	<b>87,811.00</b>	<b>90,396.54</b>	<b>78,095.00</b>
<b>BUSINESS LICENSES &amp; PERMITS</b>			
Hawkers & Peddlers	0.00	0.00	100.00
Cable Franchise Fees	0.00	0.00	0.00
Home Occupation Permits	425.00	425.00	425.00
Various Misc Town Clerk Fees	10.00	10.00	0.00
UCC Filings	1,235.00	1,560.00	1,100.00
<b>TOTAL</b>	<b>1,670.00</b>	<b>1,995.00</b>	<b>1,625.00</b>
<b>MOTOR VEHICLE PERMIT</b>			
Municipal Agent	31,340.00	30,399.00	31,500.00
Motor Vehicle Registration	1,307,176.00	1,322,233.56	1,350,000.00
Motor Vehicle Title	3,318.00	3,344.00	3,400.00
<b>TOTAL</b>	<b>1,341,834.00</b>	<b>1,355,976.56</b>	<b>1,384,900.00</b>
<b>BUILDING PERMITS</b>			
Building Permits	21,200.00	27,112.18	24,000.00
Electrical Permits	1,305.00	2,160.00	1,500.00
Mechanical Permits	1,150.00	2,950.00	1,200.00
Plumbing Permits	325.00	360.00	300.00
Well Permits	40.00	60.00	40.00
Test Pit Permits	0.00	60.00	0.00
Septic System Permits	790.00	1,465.00	1,000.00
Swimming Pool Permits	105.00	105.00	150.00
Burner Permits	10.00	65.00	75.00
<b>TOTAL</b>	<b>24,945.00</b>	<b>34,337.18</b>	<b>28,265.00</b>
<b>OTHER LICENSE PERMITS &amp; FEES</b>			
Dog License Fees	6,105.00	6,603.00	6,400.00
Dog Fines & Penalties	675.00	2,159.00	1,000.00
Marriage Licenses	200.00	182.00	200.00
Certified Copies	700.00	903.00	800.00
Hunting & Fishing Licenses	175.00	259.00	150.00
Dredge & Fill Permits	0.00	0.00	0.00

## COMPARATIVE STATEMENT-REVENUE

(continued)

SOURCE	2013	2013	2014
	MS-4	Actual	Anticipated
<b>OTHER LICENSE PERMITS &amp; FEES</b>			
Pole Permits	40.00	40.00	0.00
Boat Registrations	18,000.00	18,588.84	18,000.00
Pistol Permit Fees	2,000.00	2,200.00	1,500.00
<b>TOTAL</b>	<b>27,895.00</b>	<b>30,955.34</b>	<b>28,050.00</b>
<b>FEDERAL GOVERNMENT</b>			
Fish & Wildlife	350.00	339.00	350.00
	350.00	339.00	350.00
<b>STATE OF NEW HAMPSHIRE</b>			
Meals & Room	369,552.00	369,551.72	369,205.00
Highway Block Grant	170,512.00	170,064.85	170,500.00
Forest Land Reimbursement	194.00	185.24	185.00
<b>TOTAL</b>	<b>540,258.00</b>	<b>539,801.81</b>	<b>539,890.00</b>
<b>CHARGES FOR SERVICES</b>			
Tax Map Update Fees	225.00	225.00	100.00
Planning Subdivision Applications	2,000.00	1,975.00	1,000.00
Wetland Decals	0.00	300.00	0.00
Site Plan Reviews	0.00	775.00	150.00
Planning Registry Recording Fee	50.00	0.00	0.00
Planning Board Abutter Notices	300.00	443.55	200.00
PB Engineer	0.00	50.00	0.00
Planning Advertising Fees	400.00	400.00	200.00
ZBA Variance Applications	307.00	307.00	200.00
TC Postage Reimbursement	8,100.00	8,297.87	7,800.00
TC Return Check Charges	350.00	500.00	350.00
TC Copier Charge	0.00	28.00	0.00
Duplicate Dog Tag	0.00	2.50	0.00
Duplicate Tax Bills	250.00	210.00	300.00
Incinerator Permits	0.00	48.00	0.00
Clerk Landlord Fees	0.00	0.00	0.00
FD Copies Fire Report	0.00	50.00	0.00
Police Reports	900.00	870.00	1,000.00
Police App/Testing Charges	0.00	0.00	0.00
Witness & Jury Fees	1,500.00	1,703.44	1,500.00
Town Office Copier Charges	661.00	30.75	50.00
HWY Misc	0.00	69.32	0.00
PB Staff/Secretarial Reimbursement	0.00	400.00	0.00
Welfare Assistance Reimbursement	220.00	220.00	0.00
Parking Tickets	0.00	0.00	0.00
Incinerator	64,812.00	59,357.49	75,000.00
<b>TOTAL</b>	<b>80,075.00</b>	<b>76,262.92</b>	<b>87,850.00</b>

**COMPARATIVE STATEMENT-REVENUE**  
(continued)

	2013	2013	2014
	<u>MS-4</u>	<u>Actual</u>	<u>Anticipated</u>
<b>MISCELLANEOUS</b>			
Seymour Insurance	132.00	235.52	100.00
Meeting House Lease	1.00	1.00	1.00
Meeting House Electricity	458.00	430.50	480.00
Parking Tickets	50.00	0.00	0.00
Voided Stale Checks	0.00	1,220.05	0.00
Fire Detail Admin Fees	1,645.00	0.00	0.00
Police Detail Admin Fees	4,000.00	4,235.17	4,000.00
School Fuel Reimbursement	2,500.00	2,630.90	3,400.00
Insurance Claims Proceeds	16,058.00	17,025.85	16,434.00
Miscellaneous	500.00	14,131.31	500.00
<b>TOTAL</b>	<b>25,303.00</b>	<b>39,910.30</b>	<b>24,915.00</b>
<b>SALE OF MUNICIPAL PROPERTY</b>			
Sale of Town Property	<u>800.00</u>	<u>0.00</u>	<u>800.00</u>
Sale of Cemetery Lots	<u>0.00</u>	<u>800.00</u>	<u>0.00</u>
<b>INTEREST</b>			
Interest on Investments	4,574.00	3,965.95	4,500.00
Bank Credits	0.00	0.00	0.00
<b>TOTAL</b>	<b>4,754.00</b>	<b>3,965.95</b>	<b>4,500.00</b>
<b>FINES &amp; FORFEITS</b>			
Restitution Property Damage	600.00	1,672.54	600.00
<b>INSURANCE DIVIDENDS &amp; REIMBU</b>			
Property Liability Ins Refunds	<u>0.00</u>	<u>1,835.04</u>	<u>0.00</u>
<b>TOTAL OF ALL SOURCES</b>	<b>2,136,115.00</b>	<b>2,175,613.14</b>	<b>2,177,840.00</b>



## COMPARATIVE STATEMENT 2013-2014

Account	2013 Appropriation	2013 Actual	2014 Requested
Board of Selectmen/Executive	108,788.00	108,301.32	108,204.00
Town Meeting	9,507.00	9,589.70	8,533.00
Town Clerk	92,309.00	92,132.57	94,974.00
Accounting	193,451.00	193,936.24	198,829.00
Information Technology	49,579.00	52,641.13	61,104.00
Tax Collection	91,556.00	88,611.84	92,664.00
Assessing	46,780.00	40,160.95	49,703.00
Legal	40,800.00	17,118.52	20,400.00
Personnel Administration	434,803.00	420,537.47	502,597.00
Planning	55,599.00	58,062.99	54,701.00
Zoning	767.00	531.15	666.00
General Government Facilities	53,557.00	61,729.39	107,881.00
Cemeteries	9,503.00	6,735.89	8,308.00
Insurance	58,174.00	51,719.90	59,028.00
Advertising & Regional Assns	13,360.00	13,233.21	6,929.00
Police Administration	1,318,905.00	1,345,923.09	1,354,513.00
Police Support Services	139,167.00	145,264.90	143,167.00
Ambulance	49,500.00	37,955.90	51,500.00
Fire Administration	501,690.00	478,298.57	499,804.00
Fire Hydrants	265,020.00	266,571.96	299,319.00
Code Enforcement	79,291.00	77,284.22	76,900.00
Emergency Management	9,286.00	9,492.65	9,885.00
Road Agent	31,578.00	26,557.03	28,238.00
Road Maintenance	580,537.00	592,545.39	575,930.00
Street Lighting	11,500.00	11,781.16	10,925.00
Sanitation - Administration	369,462.00	355,337.05	358,472.00
Health Department	1,636.00	1,665.52	1,636.00
Mosquito District	29,910.00	28,050.00	29,950.00
Animal Control	16,807.00	17,190.94	15,122.00
Health Agencies	1,900.00	1,900.00	2,500.00
Welfare	20,000.00	16,920.46	20,000.00
Parks & Rec Administration	89,075.00	85,897.80	84,800.00
Library	197,899.00	197,899.00	222,873.00
Patriotic Purposes	949.00	924.27	902.00
Conservation	2,206.00	862.18	2,181.00
Debt Service	1.00	0.00	1.00
Reserved for Encumbrances	202,582.00	164,704.71	78,684.00
<b>Total</b>	<b>5,177,434.00</b>	<b>5,078,069.07</b>	<b>5,241,823.00</b>

## TREASURER'S REPORT

<b>General Fund Account</b>	<b>\$1,835,054.48</b>	<b><u>TD Bank Certificates of Deposit</u></b>	
<b>Money Market Account</b>	<b>\$3,577,625.37</b>	<b><u>SUB ACCOUNTS</u></b>	
<b>Total TD Bank</b>	<b>\$5,412,679.85</b>	Ambulance Revolving	\$7,021.85
		Cable Equipment	\$44,972.44
		Cable Revolving	\$35,326.83
		Conservation Education	\$4,070.15
		Conservation Fund	\$957,537.33
		Environment Fund	\$1,112.91
		Fire Pond	\$2,769.86
		Fire Special Detail	\$18,880.17
		Footbridge Fund	\$17,272.53
		Highway Block Grant	\$0.83
		Industrial Development	\$16,602.35
		Off Site Improvements	\$11,985.74
		LGC Surplus	\$24,720.53
		Police Forfeiture	\$1,615.98
		Recreation Commission Revolving	\$3,453.86
		D.A.R.E	\$4,923.01
		Planning Board Grant	\$5,767.28
		Police Special Detail	\$19,404.61
		SB Recreation Fund	\$8,508.33
		Stimulus-Bike Path	\$65,149.36
		275 <sup>th</sup> Anniversary	\$2,662.71
		Town Hall Timber	\$2,101.34
		<b>Total</b>	<b>\$1,255,860.00</b>
		<b><u>IMPACT FEES</u></b>	
		Campbell High School	\$38,548.57
		Elementary Schools	\$228,293.28
		Fire	\$19,138.45
		Library	\$21,417.30
		Municipal	\$5,567.52
		Police	\$513.10
		Recreation	\$38,567.25
		Road	\$50,385.02
		<b>Total</b>	<b>\$402,430.49</b>

## Report of the Library Board of Trustees

On behalf of the Aaron Cutler Memorial Library Trustees, I am thrilled to report that the library had a wonderful 2013. The dedicated staff brought impeccable service to patrons and they should be commended. Many thanks go out to Carrie-Anne, Alex, Kerri, Ada, Jackie, Lauren and Helena for keeping the library running smoothly. And of course, thanks go to Vicki Varick for leading the way as our library director.

The staff this year brought us all of the library services that we have come to enjoy like book clubs for adults, teens, and children, summer reading programs, and story time for children. Also introduced was Book Babies (a lap-sit story time for infants and their caregivers), Tiny Tales (a lap-sit story time for toddlers and their caregivers) and History Buffs (an American History book discussion group).

Also expanded in 2013 were the monthly education seminars. Guest speakers have spoken about the history of stone wall building, bird watching in NH, the history of the Faberge egg, and more. We have also had captivating speakers Julius Reinitzer and Noreen LaBatt sharing their important personal stories of survival with us. We are continuing these programs in 2014 so look for new topics on our website.

Many thanks go to the trustees of the library for their hard work and dedication. Gail Musco is our treasurer and Kristen Robert is our secretary and they having been consistent and valuable trustees for many years. Thank you to Peggy Drew, Mary Franck and Christine McKim for joining us and bringing fresh ideas and enthusiasm to our meetings.

I encourage all Litchfield residents to stop by the library. Of course we have new bestsellers, great magazines, and popular DVDs for you to borrow, but there is much, much more.

Respectfully submitted,  
Lynne Clifford, Chairperson  
Aaron Cutler Memorial Library Trustees





**AARON CUTLER MEMORIAL LIBRARY  
REPORTS FOR 2013**

***Board of Trustees Fines and Fees Account  
Income and Expense Report***

**INCOME**

Bank Error	\$ .10
Children's Room Savings Reimbursements	148.54
Computer Printing	76.35
Copies	105.75
FAX	121.00
General Donations	117.51
Interest Income	53.30
KBA Grant	200.00
Materials Fines	2,608.87
Material Replacements	377.44
NHHC Grant	500.00
Non-Resident Library Cards	120.00
Program Donations	1,030.00
Trust Fund Reimbursements	4,675.00
Total Receipts	<hr/> \$10,133.86

**EXPENDITURES**

Activity Passes	\$ 204.00
Bank Fees	15.00
Building and Grounds Maintenance	4,339.00
Children's Room Supplies	148.54
Gifts and Memorials	528.49
KBA Grant Program	200.00
Multiple Copy Materials	245.16
Programs	1,587.67
Replacement Materials	559.08
Returned check	28.00
Total Expenditures	<hr/> \$7,854.94

Respectfully submitted,

Gail Musco  
Treasurer  
Aaron Cutler Memorial Library Trustees

## AARON CUTLER MEMORIAL LIBRARY

### REPORTS FOR 2013

#### *Town Appropriation Income and Expense Report*

##### **INCOME**

Town Appropriation	\$197,899.00
Vacation Accrual Trust Fund	211.43
Total	\$198,110.43

##### **EXPENSES**

11-4550.10-110	Library Director-Salary	49,879.20
11-4550.10-120	Children's Librarian-Wages	31,509.11
11-4550.10-121	Adult Services Librarian-Wages	29,206.67
11-4550.10-123	Assistant Librarian-Wages	18,477.97
11-4550.10-126	Custodian-Wages	4,210.85
11-4550.10-127	Page-Wages	7,092.22
11-4550.10-210	Health Insurance	1,482.38
11-4550.10-211	Dental Insurance	112.60
11-4550.10-220	Social Security	8,703.32
11-4550.10-225	Medicare	2,035.48
11-4550.10-341	Telephone	765.13
11-4550.10-342	Software Purchases & License	676.28
11-4550.10-410	Electricity	4,571.53
11-4550.10-411	Heating Oil	3,019.23
11-4550.10-430	Equipment Maintenance Contracts	2,130.08
11-4550.10-434	Water Supplies	60.31
11-4550.10-442	Trash Services	783.86
11-4550.10-560	Dues and Subscriptions	827.48
11-4550.10-613	Community Programs	1475.83
11-4550.10-625	Postage	303.49
11-4550.10-626	Library Supplies	2,174.69
11-4550.10-627	Library Automation/ILS System	0
11-4550.10-630	Building Maintenance & Repair	2,020.50
11-4550.10-631	Equip. Maintenance & Repair	3,140.62
11-4550.10-640	Custodial Supplies	400.56
11-4550.10-641	Septic Tank Cleaning	275.00
11-4550.10-650	Grounds Maintenance	1,216.90
11-4550.10-670	Books & Media	14,071.03
11-4550.10-671	Periodicals	1,284.27
11-4550.10-740	Equipment Purchases	4,027.97
11-4550.10-750	Furniture/Fixture Purchases	702.50
11-4550.10-810	Mileage & Tools	535.61
11-4550.10-811	Seminars	641.98
11-4550.10-835	Children's Programming Supplies	295.78
11-4550.10-899	Background Checks	<u>0.00</u>
	<b>Total</b>	<b>198,110.43</b>

**AARON CUTLER MEMORIAL LIBRARY  
REPORTS FOR 2013**

*Children's Room Insurance Settlement Savings  
Income and Expense Report*

**INCOME**

Interest		\$ 0.81
	Total Receipts	\$ 0.81

**EXPENDITURES**

Children's Room Supplies and Equipment	130.06
Total Expenditures	\$130.06

Respectfully submitted,

Gail Musco  
Treasurer  
Aaron Cutler Memorial Library Trustees



AC. #	DESCRIPTION	2013	Year-to	Difference	2013	2013 Total	Difference
		Budget	date		Encumbered	expended	
110	Salary - Library Director	49,404	48,454.08	949.92	1,425.12	49,879.20	-475.20
120	Wages - Children's Librarian	32,190	30,756.02	1,433.98	753.09	31,509.11	680.89
121	Wages - Adult Services Libr	28,811	28,510.52	300.48	696.15	29,206.67	-395.67
123	Wages - Assistant Librarian	17,315	17,954.59	-639.59	523.38	18,477.97	-1,162.97
126	Wages - Custodian	4,219	4,090.53	128.47	120.32	4,210.85	8.15
127	Wages - Page	7,197	6,917.78	279.22	174.44	7,092.22	104.78
210	Health Insurance	4,166	1,482.38	2,683.62	0.00	1,482.38	2,683.62
211	Dental Insurance	245	112.60	132.40	0.00	112.60	132.40
220	Social Security	8,626	8,474.39	151.61	228.93	8,703.32	-77.32
225	Medicare	2,018	1,981.93	36.07	53.55	2,035.48	-17.48
		<b>154,191</b>	<b>148,734.82</b>	<b>5,456.18</b>	<b>3,974.98</b>	<b>152,709.80</b>	<b>1,481.20</b>
341	Telephone	981	765.13	215.87	0.00	765.13	215.87
342	Software Purch. & Licenses	1,160	596.32	563.68	79.96	676.28	483.72
410	Electricity	4,598	4,145.80	452.20	425.73	4,571.53	26.47
411	Heating Oil	3,453	3,019.23	433.77	0.00	3,019.23	433.77
430	Equipment Maint. Contracts	2,581	2,130.08	450.92	0.00	2,130.08	450.92
434	Water Supplies	60	59.31	0.69	1.00	60.31	-0.31
442	Trash Container Services	929	783.86	145.14	0.00	783.86	145.14
560	Dues and Subscriptions	767	827.48	-60.48	0.00	827.48	-60.48
613	Community Programs	1,452	1,133.59	318.41	342.24	1,475.83	-23.83
625	Postage	304	239.09	64.91	64.40	303.49	0.51
626	Library Supplies	2,187	1,939.17	247.83	235.52	2,174.69	12.31
630	Building Maint. & Repair	2,014	1,659.95	354.05	360.55	2,020.50	-6.50
631	Equipment Maint. & Repair	3,090	3,140.62	-50.62	0.00	3,140.62	-50.62
640	Custodial Maint. Supplies	400	396.58	3.42	3.98	400.56	-0.56
641	Septic Tank Cleaning	300	275.00	25.00	0.00	275.00	25.00
650	Grounds Maintenance	1,500	1,012.95	487.05	203.95	1,216.90	283.10
670	Books and Media	13,904	12,543.43	1,360.57	1,527.60	14,071.03	-167.03
671	Periodicals	1,287	1,044.30	242.70	239.97	1,284.27	2.73
740	Equipment Purchases	1,200	327.97	872.03	3,700.00	4,027.97	-2,827.97
750	Furniture/Fixture Purchases	100	294.24	-194.24	408.26	702.50	-602.50
810	Mileage & Tolls	511	535.61	-24.61	0.00	535.61	-24.61
811	Seminars	640	463.03	176.97	178.95	641.98	-1.98
835	Children's Program Supplies	290	210.16	79.84	85.62	295.78	-5.78
899	Background Checks	0	0.00	0.00	0.00	0.00	0.00
		<b>43,708</b>	<b>37,542.90</b>	<b>6,165.10</b>	<b>7,857.73</b>	<b>45,400.63</b>	<b>-1,692.63</b>
	<b>TOTAL</b>	<b>197,899</b>	<b>186,277.72</b>	<b>11,621.28</b>	<b>11,832.71</b>	<b>198,110.43</b>	<b>-211.43</b>

#### INCOME

Town Appropriation 197,899.00

Vacation Accrual Trust

Fund 211.43

**EXPENSE TOTAL 198,110.43**

## **2013 Annual Report – Trustees of the Trust Funds**

On January 1, 2013 the total value of the Town's Capital Reserve and Common Trust Funds was \$479,980.04, excluding stock values. Significant withdrawals were made throughout the year from the School Capital Improvement Fund (\$52,000) and the Aaron Cutler Library Memorial Fund (\$4,675). A new fund, Building Systems Trust Fund, was added in January and funded initially at \$20,000 per Article 7 of the 2013 Deliberative Session. The town exited the year with the funds valued (not including investments in stocks) at a total of \$447,999.48, a drop of \$31,980.56.

All invested stocks are part of the Aaron Cutler Library Maintenance Fund and were valued at \$100,345.92 on January 1, 2013. Their value on December 31, 2013 was \$104,498.49, an increase of \$4,152.57.

In the course of the year the Trustees noted that three small library funds had not been reported on starting in the early 2000's. The trustees contacted the Attorney General's Charitable Trust Unit and requested assistance in properly rectifying the situation. Those three funds will be reported on properly starting in January of 2014, following the direction of the Charitable Trust Unit.

In mid-year the certificate of deposit, in which all funds were included, matured. The return on investment for CD's was very low so the Trustees transferred the funds to a Money Market account at a better (although not spectacular) interest rate of .25%. Starting in January of 2014 the Hillcrest and Pinecrest Cemetery Funds and the Library funds will be invested in and reported on separately from municipally-established funds in accordance with RSAs.

Respectfully submitted,  
Trustees of Trust Funds  
John J. Poulos Jr.  
Michael Falzone  
Dr. Steven Calawa





## REPORT OF THE TRUST FUNDS OF THE CITY/TOWN OF

Litchfield

Please duplicate these pages if you need additional lines.

	Date of Creation	NAME OF TRUST FUND Start with common trust funds	Purpose of Trust	HOW INVESTED Bank, deposits, stocks, bonds, etc.	%	***PRINCIPAL***	
						Balance Beginning of Year	Cash Gains or Losses on Securities
		<b>Pinecrest Cemetery Fund</b>					
1	1938	Mary Marsh	Lot maintenance	CD & Money Market	1.75%	\$109.63	N/A
2	1945	Alphonse Powers	Lot maintenance	CD & Money Market	1.75%	\$110.18	N/A
3	1946	Selah Bixby	Lot maintenance	CD & Money Market	27.05%	\$1,680.00	N/A
4	1959	Matthew Campbell	Lot maintenance	CD & Money Market	1.75%	\$108.84	N/A
5	1962	George Richardson	Lot maintenance	CD & Money Market	1.75%	\$108.68	N/A
6	1965	Mark Campbell	Lot maintenance	CD & Money Market	1.75%	\$109.23	N/A
7	1969	Warren Goodspeed	General use (probated)	CD & Money Market	64.20%	\$3,988.47	N/A
		<b>Hillcrest Cemetery Fund</b>					
8	1926	Charles Parker	Lot maintenance	CD & Money Market	3.93%	\$ 103.18	N/A
9	1944	Zoe Whittemore	Lot maintenance	CD & Money Market	4.19%	\$ 110.02	N/A
10	1952	J. A. Corning/G. Watts	Lot maintenance	CD & Money Market	4.17%	\$ 109.55	N/A
11	1952	Franklin E. Bancroft	Lot maintenance	CD & Money Market	8.98%	\$ 236.00	N/A
12	1956	E.L. Schneider	Lot maintenance	CD & Money Market	4.18%	\$ 109.86	N/A
13	1960	Charles Leach	Lot maintenance	CD & Money Market	4.14%	\$ 108.84	N/A
14	1965	D & W McQuesten	Lot maintenance	CD & Money Market	4.15%	\$ 108.99	N/A
15	1965	J & C McQuesten	Lot maintenance	CD & Money Market	4.13%	\$ 108.52	N/A
16	1966	Herbert Leach	Lot maintenance	CD & Money Market	4.13%	\$ 108.44	N/A
17	1967	B & P Sourille	Lot maintenance	CD & Money Market	4.12%	\$ 108.28	N/A
18	1967	Wm & Gladys Locke	Lot maintenance	CD & Money Market	8.24%	\$ 216.57	N/A
19	1970	Harold Hopwood	Lot maintenance	CD & Money Market	11.40%	\$ 300.00	N/A
20	1978	Raymond Staples	Lot maintenance	CD & Money Market	19.02%	\$ 500.00	N/A
21	1987	J & C McQuesten	Lot maintenance	CD & Money Market	15.22%	\$ 400.00	N/A



FOR THE YEAR ENDING 2013

***PRINCIPAL***		INCOME					Grand Total Principal & Income End of Year	
Withdrawals	Balance End of Year	Balance Beginning of Year	Income During Year		Expended During Year	Balance at End of Year		
			%	Amount				
\$ -	\$109.63	\$ 294.63	1.75%	\$ 1.10	\$ 3.64	\$ 292.10	\$ 401.73	1
\$ -	\$110.18	\$ 294.08	1.75%	\$ 1.10	\$ 3.64	\$ 291.55	\$ 401.73	2
\$ -	\$1,680.00	\$ 4,568.78	27.05%	\$ 17.03	\$ 56.26	\$ 4,529.54	\$ 6,209.54	3
\$ -	\$108.84	\$ 295.42	1.75%	\$ 1.10	\$ 3.64	\$ 292.89	\$ 401.73	4
\$ -	\$108.68	\$ 295.58	1.75%	\$ 1.10	\$ 3.64	\$ 293.05	\$ 401.73	5
\$ -	\$109.23	\$ 295.03	1.75%	\$ 1.10	\$ 3.64	\$ 292.50	\$ 401.73	6
\$ -	\$3,988.47	\$ 10,842.27	64.20%	\$ 40.41	\$ 133.54	\$ 10,749.15	\$ 14,737.61	7
	\$6,215.03	\$23,100.84	100.00%	\$ 62.95	\$ 208.00	\$ 16,740.76	\$ 22,955.80	
Hillcrest Cemetery								
\$ -	\$ 103.18	\$ 174.45	3.93%	\$ 0.75	\$ 4.11	\$ 171.09	\$ 273.98	8
\$ -	\$ 110.02	\$ 185.98	4.19%	\$ 0.80	\$ 4.38	\$ 182.40	\$ 292.14	9
\$ -	\$ 109.55	\$ 185.04	4.17%	\$ 0.80	\$ 4.36	\$ 181.47	\$ 290.90	10
\$ -	\$ 236.00	\$ 398.39	8.98%	\$ 1.72	\$ 9.40	\$ 390.71	\$ 626.67	11
\$ -	\$ 109.86	\$ 185.44	4.18%	\$ 0.80	\$ 4.37	\$ 181.86	\$ 291.72	12
\$ -	\$ 108.84	\$ 183.63	4.14%	\$ 0.79	\$ 4.33	\$ 180.09	\$ 289.01	13
\$ -	\$ 108.99	\$ 184.19	4.15%	\$ 0.80	\$ 4.34	\$ 180.64	\$ 289.41	14
\$ -	\$ 108.52	\$ 183.24	4.13%	\$ 0.79	\$ 4.32	\$ 179.71	\$ 288.16	15
\$ -	\$ 108.44	\$ 183.32	4.13%	\$ 0.79	\$ 4.32	\$ 179.79	\$ 287.95	16
\$ -	\$ 108.28	\$ 182.78	4.12%	\$ 0.79	\$ 4.31	\$ 179.25	\$ 287.52	17
\$ -	\$ 216.57	\$ 365.54	8.24%	\$ 1.58	\$ 8.62	\$ 358.50	\$ 575.08	18
\$ -	\$ 300.00	\$ 505.35	11.40%	\$ 2.19	\$ 11.93	\$ 495.61	\$ 796.61	19
\$ -	\$ 500.00	\$ 843.66	19.02%	\$ 3.65	\$ 19.90	\$ 827.41	\$ 1,327.69	20
\$ -	\$ 400.00	\$ 675.21	15.22%	\$ 2.92	\$ 15.93	\$ 662.20	\$ 1,062.15	21
	\$ 2,628.25	\$ 7,064.48	100%	\$ 19.17	\$ 104.65	\$ 4,350.75	\$ 6,978.99	

## REPORT OF THE COMMON TRUST FUNDS INVESTMENTS OF THE CITY/TOWN OF

Litchfield

Please duplicate these pages if you need additional lines.

***HOW INVESTED***		***PRINCIPAL***			
# of Shares or Other Units	Description of Investment	Balance Beg. of year	Purchases	Cash Capital Gains	Proceeds from Sales
	(Names of Banks, Stocks, Bonds, etc.) <small>Put * by any delisted securities held pursuant to RSA 31:25-a &amp; explain.</small>				
1	People's United Bank CD & Money Market @ .25% Vacation Accrual Fund	\$ 59,466.72	\$ -	\$ -	\$ -
2	People's United Bank CD & Money Market @ .25% Town Celebration Fund	\$ 2,356.02	\$ -	\$ -	\$ -
3	People's United Bank CD & Money Market @ .25% Farmland/Development Fund	\$ 120,494.07	\$ -	\$ -	\$ -
4	People's United Bank CD & Money Market @ .25% Fire Facilities Fund	\$ 16,141.97	\$ -	\$ -	\$ -
5	People's United Bank CD & Money Market @ .25% Aaron Cutler Library Maintenance Fund	\$ 52,154.44	\$ -	\$ -	\$ -
	People's United Bank CD & Money Market @ .25% Aaron Cutler Library Memorial Fund	\$ 7,576.61	\$ -	\$ -	\$ -
6	People's United Bank CD & Money Market @ .25% School Capital Improvement Fund	\$ 52,759.79	\$ -	\$ -	\$ -
7	People's United Bank CD & Money Market @ .25% School Capital Education Fund	\$ 103,304.27	\$ -	\$ -	\$ -
8	People's United Bank CD & Money Market @ .25% Public Works Expendable Trust Fund	\$ 20,090.74	\$ -	\$ -	\$ -
9	People's United Bank CD & Money Market @ .25% Library vacation Accrual Expendable Trust Fund	\$ 7,527.43	\$ -	\$ -	\$ -
	People's United Bank CD & Money Market @ .25% Building Systems Trust fund	\$ -			
10	People's United Bank CD & Money Market @ .25% Gravestone Repair Fund	\$ 7,942.66	\$ -	\$ -	\$ -
11	People's United Bank CD & Money Market @ .25% Hillcrest Cemetery Trust Fund	\$ 7,064.48	\$ -	\$ -	\$ -
12	People's United Bank CD & Money Market @ .25% Pinecrest Cemetery Trust Fund	\$ 23,100.84	\$ -	\$ -	\$ -
14	879 Shares of AT&T Common Stock	\$ 30,228.81	\$ -	\$ -	\$ -
15	1347 Shares of AT&T Common Stock	\$ 46,323.33	\$ -	\$ -	\$ -
16	522 Shares of Verizon Common Stock	\$ 23,223.78	\$ -	\$ -	\$ -
17	125 Shares of Frontier Communications Common Stock	\$ 570.00	\$ -	\$ -	\$ -



## BUDGET OF THE TOWN/VILLAGE DISTRICT WITH A BUDGET COMMITTEE

Form Due Date: **20 Days after the TOWN/VILLAGE MEETING**

### Instructions

#### Cover Page

- Select the entity type that you are filing for (Municipality or Village District)
- Select the entity's name from the pull down menu (County will automatically populate)
- Enter the entity's contact information
- Enter the preparer's information

#### Account Codes:

- Enter the *Warrant Article Number(s)* and other required information for each applicable account code
- Select the "Add Warrant Article" button to add additional *Warrant Articles* to the account code

#### For Assistance Please Contact:

NH DRA Municipal and Property Division

Phone: (603) 230-5090

Fax: (603) 230-5947

[http://www.revenue.nh.gov/munc\\_prop/municipalservices.htm](http://www.revenue.nh.gov/munc_prop/municipalservices.htm)

### ENTITY'S INFORMATION ?

Entity Type: ☒ Municipality ☐ Village

Municipality: LITCHFIELD

County: HILLSBOROUGH

### PREPARER'S INFORMATION ?

First Name

Jason

Last Name

Hoch

Street No.

2

Street Name

Liberty Way

Phone Number

(603) 424-4046

Email (optional)

jhoch@litchfieldnh.gov





**New Hampshire**  
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4196	Insurance ⑦	Add Warr. Article	\$56,174	\$51,720	\$59,028	\$59,028
		- 5			\$59,028	\$59,028
4197	Advertising & Regional Association ⑦	Add Warr. Article	\$13,234	\$13,233	\$6,929	\$13,375
		- 5			\$6,929	\$13,375
4199	Other General Government ⑦	Add Warr. Article				
		- 5				
			\$1,273,969	\$1,185,240	\$1,374,521	\$1,348,671

PUBLIC SAFETY ⑦								
Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4210 - 4214	Police ⑦	Add Warr. Article	\$1,450,479	\$1,491,188	\$1,497,680		\$1,497,680	
		- 5			\$1,497,680		\$1,497,680	
4215 - 4219	Ambulance ⑦	Add Warr. Article	\$62,000	\$37,956	\$51,500		\$51,500	
		- 5			\$51,500		\$51,500	
4220 - 4229	Fire ⑦	Add Warr. Article	\$825,486	\$814,871	\$798,403		\$794,742	
		- 5			\$798,403		\$794,742	
4240 - 4249	Building Inspection ⑦	Add Warr. Article	\$72,866	\$77,284	\$76,900		\$76,900	
		- 5			\$76,900		\$76,900	
4290 - 4298	Emergency Management ⑦	Add Warr. Article	\$9,286	\$9,493	\$9,885		\$9,385	
		- 5			\$9,885		\$9,385	
4299	Other (Including Communications) ⑦	Add Warr. Article						
		- 5						
			\$2,420,117	\$2,430,792	\$2,434,368		\$2,430,207	

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APPROPRIATIONS								
GENERAL GOVERNMENT ⑦								
Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4130 - 4139	Executive ⑦	Add Warr. Article	\$122,724	\$117,891	\$116,737		\$116,737	
		- 5			\$116,737		\$116,737	
4140 - 4149	Election, Regular & Vital Statistics ⑦	Add Warr. Article	\$92,031	\$92,133	\$94,974		\$94,974	
		- 5			\$94,974		\$94,974	
4150 - 4151	Financial Administration ⑦	Add Warr. Article	\$342,854	\$335,648	\$352,597		\$352,597	
		- 5			\$352,597		\$352,597	
4152	Revaluation of Property ⑦	Add Warr. Article	\$46,780		\$49,703		\$49,703	
		- 5			\$49,703		\$49,703	
4153	Legal Expense ⑦	Add Warr. Article	\$40,800	\$17,119	\$20,400		\$20,400	
		- 5			\$20,400		\$20,400	
4155 - 4159	Personnel Administration ⑦	Add Warr. Article	\$435,202	\$420,537	\$502,597		\$470,301	
		- 5			\$502,597		\$470,301	
4191 - 4193	Planning & Zoning ⑦	Add Warr. Article	\$54,855	\$58,594	\$55,367		\$55,367	
		- 5			\$55,367		\$55,367	
4194	General Government Buildings ⑦	Add Warr. Article	\$62,112	\$71,629	\$107,881		\$107,881	
		- 5			\$107,881		\$107,881	
4195	Cemeteries ⑦	Add Warr. Article	\$7,203	\$6,736	\$8,308		\$8,308	
		- 5			\$8,308		\$8,308	

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**AIRPORT/AVIATION CENTER**

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4301 - 4309	Airport Operations	Add Warr. Article						

**HIGHWAYS AND STREETS**

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4311	Administration	Add Warr. Article	\$29,958	\$26,557	\$28,238		\$28,238	
		5			\$28,238		\$28,238	
4312	Highways & Streets	Add Warr. Article	\$585,623	\$592,545	\$575,930		\$575,930	
		5			\$575,930		\$575,930	
4313	Bridges	Add Warr. Article						
4316	Street Lighting	Add Warr. Article	\$11,500	\$11,781	\$10,925		\$10,925	
		5			\$10,925		\$10,925	
4319	Other	Add Warr. Article						
Total			\$627,081	\$630,883	\$615,093		\$615,093	

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**SANITATION**

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4321	Administration	Add Warr. Article	\$375,297	\$355,337	\$358,472		\$358,472	
		5			\$358,472		\$358,472	
4323	Solid Waste Collection	Add Warr. Article						
4324	Solid Waste Disposal	Add Warr. Article						
4325	Solid Waste Clean-up	Add Warr. Article						
4326 - 4329	Sewage Collection, Disposal, & Other	Add Warr. Article						
Sanitation Section Subtotal			\$375,297	\$355,337	\$358,472		\$358,472	

**WATER DISTRIBUTION AND TREATMENT**

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4331	Administration	Add Warr. Article						
4332	Water Services	Add Warr. Article						

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4335 - 4339	Water Treatment, Conservation, & Other	<input type="button" value="Add Warr. Article"/>						
		<input type="button" value="Add Warr. Article"/>						

**ELECTRIC**

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4351 - 4352	Administration & Generation	<input type="button" value="Add Warr. Article"/>						
		<input type="button" value="Add Warr. Article"/>						
4353	Purchase Costs	<input type="button" value="Add Warr. Article"/>						
		<input type="button" value="Add Warr. Article"/>						
4354	Electric Equipment Maintenance	<input type="button" value="Add Warr. Article"/>						
		<input type="button" value="Add Warr. Article"/>						
4359	Other Electric Costs	<input type="button" value="Add Warr. Article"/>						
		<input type="button" value="Add Warr. Article"/>						

**HEALTH AND WELFARE**

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4411	Administration	<input type="button" value="Add Warr. Article"/>	\$31,346	\$29,716	\$31,586		\$31,586	
		<input type="button" value="Add Warr. Article"/>	5		\$31,586		\$31,586	

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4414	Pest Control	<input type="button" value="Add Warr. Article"/>	\$15,718	\$17,191	\$15,122		\$15,122	
		<input type="button" value="Add Warr. Article"/>	5		\$15,122		\$15,122	
4415 - 4419	Health Agencies, Hospital, & Other	<input type="button" value="Add Warr. Article"/>	\$6,852	\$6,852	\$2,500		\$1,900	
		<input type="button" value="Add Warr. Article"/>	5		\$2,500		\$1,900	
4441 - 4442	Administration & Direct Assistance	<input type="button" value="Add Warr. Article"/>						
		<input type="button" value="Add Warr. Article"/>						
4444	Intergovernmental Welfare Payments	<input type="button" value="Add Warr. Article"/>						
		<input type="button" value="Add Warr. Article"/>						
4445 - 4449	Vendor Payments & Other	<input type="button" value="Add Warr. Article"/>	\$20,000	\$16,920	\$20,000		\$20,000	
		<input type="button" value="Add Warr. Article"/>	5		\$20,000		\$20,000	
			\$73,916	\$70,679	\$69,208		\$68,608	

**CULTURE AND RECREATION**

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4520 - 4529	Parks & Recreation	<input type="button" value="Add Warr. Article"/>	\$90,279	\$85,898	\$84,880		\$84,880	
		<input type="button" value="Add Warr. Article"/>	5		\$84,880		\$84,880	
4550 - 4559	Library	<input type="button" value="Add Warr. Article"/>	\$197,999	\$197,899	\$222,873		\$221,151	
		<input type="button" value="Add Warr. Article"/>	5		\$222,873		\$221,151	
4583	Patriotic Purposes	<input type="button" value="Add Warr. Article"/>	\$949	\$924	\$902		\$902	
		<input type="button" value="Add Warr. Article"/>	5		\$902		\$902	
4589	Other Culture & Recreation	<input type="button" value="Add Warr. Article"/>						
		<input type="button" value="Add Warr. Article"/>						
			\$289,227	\$284,721	\$308,655		\$306,933	

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CONSERVATION ?

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4611 - 4612	Admin & Purchase of Natural Resources ?	Add Warr. Article 5	\$2,191	\$862	\$2,181		\$2,181	
4619	Other Conservation ?	Add Warr. Article			\$2,181		\$2,181	
4631 - 4632	Redevelopment & Housing ?	Add Warr. Article						
4651 - 4659	Economic Development ?	Add Warr. Article						
Conservation Section Subtotal			\$2,191	\$862	\$2,181		\$2,181	

DEBT SERVICE ?

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4711	Principal Long Term Bonds & Notes ?	Add Warr. Article						
4721	Interest Long Term Bonds & Notes ?	Add Warr. Article						

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4723	Interest on Tax Anticipation Notes ?	Add Warr. Article 5	\$1		\$1		\$1	
4790 - 4799	Other Debt Service ?	Add Warr. Article						
Debt Services Section Subtotal			\$1		\$1		\$1	

CAPITAL OUTLAY ?

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4901	Land ?	Add Warr. Article						
4902	Machinery, Vehicles, & Equipment ?	Add Warr. Article						
4903	Buildings ?	Add Warr. Article						
4909	Improvements Other Than Buildings ?	Add Warr. Article						
Capital Outlay Section Subtotal								

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**OPERATING TRANSFERS OUT**

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4912	To Special Revenue Fund	Add Warr. Article						
4913	To Capital Projects Fund	Add Warr. Article						
4914	To Enterprise Fund	Add Warr. Article						
	Sewer	Add Warr. Article						
	Water	Add Warr. Article						
	Electric	Add Warr. Article						
	Airport	Add Warr. Article						
4918	To Nonexpendable Trust Funds	Add Warr. Article						
4919	To Fiduciary Funds	Add Warr. Article						

**OPERATING BUDGET TOTAL**

\$5,061,799

\$4,958,514

\$5,162,499

\$5,130,166

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**\*\*SPECIAL WARRANT ARTICLES\*\***

Special Warrant articles are defined in RSA 32:3, VI, as appropriations 1) In petitioned warrant articles; 2) Appropriations raised by bonds or notes; 3) Appropriations to or from a separate fund created pursuant to law, such as capital reserve funds or trust funds; 4) An appropriation designated on the warrant as a special article or as a non-lapsing or nontransferable article.

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4915	To Capital Reserve Fund	Add Warr. Article	\$20,000					
4916	To Expendable Trust Fund	Add Warr. Article		\$20,000	\$99,629		\$99,629	
	Stormwater Management	- 10			\$40,000		\$40,000	
	Earned Time	- 14			\$59,629		\$59,629	
4917	To Health Maintenance Trust Funds	Add Warr. Article						
	Other Special Warrant Articles	Add Warr. Article						
4312	Road Improvement	- 6			\$170,000		\$170,000	
4220-4229	Fire Airpack	- 7			\$207,000		\$207,000	
4220-4229	Call Fire Insurance	- 24				\$3,700		\$3,700
<b>SPECIAL ARTICLES RECOMMENDED</b>			\$20,000	\$20,000	\$476,629	\$3,700	\$476,629	\$3,700

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**\*\*INDIVIDUAL WARRANT ARTICLES\*\***

"Individual" warrant articles are not the same as "Special Warrant Articles". An example of an individual warrant articles might be negotiated cost items for labor agreements or items of a one time nature you wish to address individually.

Account #	Purpose of Appropriations (RSA 32.3, V)	OP Bud. Warr. Art. #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
Other Individual Warrant Articles		Add Warr. Article			\$112,634		\$112,634	
4210-4214	Police Contract	- 8			\$44,562		\$44,562	
4194	Repaint Old Town Hall	- 11			\$20,000		\$20,000	
4520-4529	Talent Hall Roof	- 12			\$43,120		\$43,120	
4415-4419	Human Services Agencies	- 13			\$4,952		\$4,952	
<b>INDIVIDUAL WARRANT ARTICLES RECOMMENDED</b>					\$112,634		\$112,634	

You have reached the end of the Appropriations Section. Please review this section for accuracy, then move on to the Revenues Section.

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**REVENUES**

**TAXES**

Account #	Source of Revenue	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
3120	Land Use Change Taxes - General Fund	Add Warrant Article	\$14,625		
		-			
3180	Resident Taxes	Add Warrant Article			
3185	Yield Taxes	Add Warrant Article	\$1,563	\$1,500	\$1,500
		5		\$1,500	\$1,500
3186	Payment in Lieu of Taxes	Add Warrant Article	\$31,789	\$31,095	\$31,095
		- 5		\$31,095	\$31,095
3189	Other Taxes	Add Warrant Article			
3190	Interest & Penalties on Delinquent Taxes	Add Warrant Article	\$40,416	\$41,500	\$41,500
		5		\$41,500	\$41,500
	Inventory Penalties	Add Warrant Article			
		-			
3187	Excavation Tax (\$0.02 per cubic yard)	Add Warrant Article	\$2,004	\$2,000	\$2,000
		- 5		\$2,000	\$2,000
			\$90,397	\$76,095	\$76,095

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**LICENSES, PERMITS, AND FEES**

Account #	Source of Revenue	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
3210	Business Licenses & Permits	Add Warrant Article	\$2,020	\$1,625	\$1,625
		- 5		\$1,625	\$1,625
3220	Motor Vehicle Permit Fees	Add Warrant Article	\$1,355,977	\$1,384,900	\$1,384,900
		- 5		\$1,384,900	\$1,384,900
3230	Building Permits	Add Warrant Article	\$34,367	\$28,265	\$28,265
		- 5		\$28,265	\$28,265
3290	Other Licenses, Permits, & Fees	Add Warrant Article	\$30,955	\$28,050	\$28,050
		- 5		\$28,050	\$28,050
3311 - 3319	From Federal Government	Add Warrant Article	\$339	\$186,350	\$186,350
		- 5		\$350	\$350
		- 7		\$186,000	\$186,000
<b>Charges for Services Section Subtotal</b>			<b>\$1,423,658</b>	<b>\$1,629,190</b>	<b>\$1,629,190</b>

**FROM STATE**

Account #	Source of Revenue	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
3351	Shared Revenues	Add Warrant Article			
		- 5			
3352	Meals & Rooms Tax Distribution	Add Warrant Article	\$369,552	\$369,205	\$369,205
		- 5		\$369,205	\$369,205
3353	Highway Block Grant	Add Warrant Article	\$170,065	\$170,500	\$170,500
		- 5		\$170,500	\$170,500

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3354	Water Pollution Grant	Add Warrant Article			
		- 5			
3355	Housing & Community Development	Add Warrant Article			
		- 5			
3356	State & Federal Forest Land Reimbursement	Add Warrant Article	\$185	\$185	\$185
		- 5		\$185	\$185
3357	Flood Control Reimbursement	Add Warrant Article			
		- 5			
3359	Other (Including Railroad Tax)	Add Warrant Article	\$643		
		- 5			
3379	From Other Governments	Add Warrant Article			
		- 5			
<b>Charges for Services Section Subtotal</b>			<b>\$540,445</b>	<b>\$539,890</b>	<b>\$539,890</b>

**CHARGES FOR SERVICES**

Account #	Source of Revenue	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
3401 - 3406	Income from Departments	Add Warrant Article	\$76,263	\$87,850	\$87,850
		- 5		\$87,850	\$87,850
3409	Other Charges	Add Warrant Article			
		- 5			
<b>Charges for Services Section Subtotal</b>			<b>\$76,263</b>	<b>\$87,850</b>	<b>\$87,850</b>

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**MISCELLANEOUS REVENUES**

Account #	Source of Revenue	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
3501	Sale of Municipal Property	Add Warrant Article	\$800	\$800	\$800
		-	\$	\$800	\$800
3502	Interest on Investments	Add Warrant Article	\$3,966	\$4,500	\$4,500
		-	\$	\$4,500	\$4,500
3503 - 3509	Other	Add Warrant Article	\$43,467	\$31,294	\$31,294
		-	\$	\$31,294	\$31,294
<b>Miscellaneous Revenues Section Subtotal</b>			<b>\$48,233</b>	<b>\$36,594</b>	<b>\$36,594</b>

**INTERFUND OPERATING TRANSFERS IN**

Account #	Source of Revenue	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
3912	From Special Revenue Funds	Add Warrant Article			
		-			
3913	From Capital Projects Funds	Add Warrant Article			
		-			
3914	From Enterprise Funds	Add Warrant Article			
	Sewer (Offset)	Add Warrant Article			
	Water (Offset)	Add Warrant Article			
	Electric - (Offset)	Add Warrant Article			
		-			

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	Airport - (Offset)	Add Warrant Article			
		-			
3915	From Capital Reserve Funds	Add Warrant Article		\$59,629	\$59,629
		-	14	\$59,629	\$59,629
3916	From Trust & Fiduciary Funds	Add Warrant Article			
		-			
3917	Transfers from Conservation Funds	Add Warrant Article			
		-			
				\$59,629	\$59,629

**OTHER FINANCING SOURCES**

Account #	Source of Revenue	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
3934	Proceeds from Long Term Bonds & Notes	Add Warrant Article			
		-			
	Amounts Voted from Fund Balance	Add Warrant Article	\$30,000	\$122,749	\$122,749
		-	11	\$20,000	\$20,000
		-	12	\$43,120	\$43,120
		-	14	\$59,629	\$59,629
	Estimated Fund Balance to Reduce Taxes	Add Warrant Article			
		-			
<b>Other Financing Sources Section Subtotal</b>			<b>\$30,000</b>	<b>\$122,749</b>	<b>\$122,749</b>
<b>TOTAL ESTIMATE REVENUES AND CREDITS</b>			<b>\$2,208,996</b>	<b>\$2,551,997</b>	<b>\$2,551,997</b>

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**ACCOUNT SUMMARY**

Appropriations	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
General Government	\$1,273,969	\$1,185,240	\$1,374,521		\$1,348,671	
Public Safety	\$2,420,117	\$2,430,792	\$2,434,368		\$2,430,207	
Airport/Aviation Center						
Highways and Streets	\$627,081	\$630,883	\$615,093		\$615,093	
Sanitation	\$375,297	\$355,337	\$358,472		\$358,472	
Water Distribution and Treatment						
Electric						
Health and Welfare	\$73,916	\$70,679	\$69,208		\$68,608	
Culture and Recreation	\$289,227	\$284,721	\$308,655		\$306,933	
Conservation	\$2,191	\$862	\$2,181		\$2,181	
Debt Service	\$1		\$1		\$1	
Capital Outlay						
Interfund Operating Transfers Out						
Special Warrant Articles	\$20,000		\$476,629		\$476,629	
Individual Warrant Articles			\$112,634		\$112,634	
<b>Revenues</b>	<b>Actual Revenues Prior Year</b>		<b>Selectmen's Estimated Revenues</b>		<b>Budget Committee's Estimated Revenues</b>	
Taxes		\$90,397		\$76,095		\$76,095
Licenses, Permits and Fees		\$1,423,658		\$1,629,190		\$1,629,190
State Funding		\$540,445		\$539,890		\$539,890
Charges for Services		\$76,263		\$87,850		\$87,850
Miscellaneous Revenues		\$48,233		\$36,594		\$36,594
Interfund Operations Transfers In				\$59,629		\$59,629
Other Finance Sources		\$30,000		\$122,749		\$122,749





BUDGET SUMMARY			
Item	Prior Year Adopted Budget	Selectmen's Recommended Budget	Budget Committee's Recommended Budget
Operating Budget Appropriations Recommended	\$5,061,799	\$5,162,499	\$5,130,166
Special Warrant Articles Recommended	\$20,000	\$476,629	\$476,629
Individual Warrant Articles Recommended		\$112,634	\$112,634
TOTAL Appropriations Recommended	\$5,081,799	\$5,751,762	\$5,719,429
Less: Amount of Estimated Revenues & Credits	\$2,208,996	\$2,551,997	\$2,551,997
Estimated Amount of Taxes to be Raised	\$2,872,803	\$3,199,765	\$3,167,432



Does the budget include **Collective Bargaining Cost Items**? ☐ Yes ☐ No  
Does the budget include **RSA 32:18-a Bond Overrides**? ☐ Yes ☐ No  
Does the budget include **RSA 32:21 Water Costs**? ☐ Yes ☐ No

**BUDGET COMMITTEE SUPPLEMENTAL SCHEDULE**

Total recommended by Budget Committee:		\$5,719,429
<b>Less Exclusions:</b>		
Principal: Long-Term Bonds & Notes:		
Interest: Long-Term Bonds & Notes:		
Capital outlays funded from Long-Term Bonds & Notes		
Mandatory Assessments		
Total Exclusions		
<b>Collective Bargaining Cost Items</b>		
Recommended Cost Items (Prior to Meeting)		\$44,562
Voted Cost Items (Voted at Meeting)		
Amount voted over recommended amount		\$0
<b>Maximum Allowable Appropriations Voted At Meeting</b>		<b>\$6,291,372</b>

## **DELIBERATIVE SESSION**

### **Town of Litchfield**

### **February 1, 2014**

Meeting called to order at 10:00 a.m. at Campbell High School in auditorium by Moderator John Regan. Present were: Selectman John Brunelle- Chairman; Kevin Bourque, Frank Byron, and Patricia Jewett; Budget Committee members Andrew Cutter - Chairman; William Spencer, Dan Vaillancourt, Chris Pascucci, Brian Bourque, Cynthia Couture. Town Counsel Laura Spencer Morgan, Jason Hoch, Town Administrator, Theresa Briand, Town Clerk and approximately 42 Litchfield voters and 4 non-voters.

Ballot Clerks on duty were Nancy Pinciario and Patricia Regan.

Following a series of announcements the Moderator led the assembly in the Pledge of Allegiance to the American Flag. He then announced that there would be an “open mike” period partway through the session to allow voters to bring up issues of interest unrelated to official business of the meeting.

First order of business was a voice vote that would authorize non-voters to speak. Majority rules yes.

Moderator John Regan asked for volunteers to carry ballot boxes in the event a paper ballot vote is required.

**Article 1:** To elect by ballot the following Town officers: Two Selectmen -Three Year Term; One Selectmen – One Year Term; Three Budget Committee members - Three Year Term; Two Library Trustee – Three Year Term; One Trustee of Trust Funds- Three Year Term; One Cemetery Trustee-Three Year Term; One Town Clerk/Tax Collector – Three Year Term.

There were no questions or amendments so the article will appear on the ballot as written.

**Article 2:** Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amendments to section 1250 “Aquifer Protection District” of the Zoning Ordinance to clarify existing provisions including adding further details and examples to the definition of impervious, clarify that while the maximum impervious surfaces permitted are 15% applicants may apply for a conditional use permit to exceed that amount, and correct references to underlying zoning districts

Mr. Tom Young spoke to the article – This article updates the definition of impervious detail and examples. Adds in a conditional use permit to exceed 15% impervious.

There were no questions or amendments so the article will appear on the ballot as written.

**Article 3:** Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Adopt a new zoning section 550.00 – 553.00 “Multi-Family Residential Overlay District,” to provide an opportunity for multi-family residences within the Town of Litchfield consistent with the Town’s single-family character and comply with NH State law. The purpose of the amendment is to provide opportunities for development of multi-family housing as required by state law. Any new multi-family construction shall maintain the existing character of the neighborhood. The minimum lot size shall be 2 acres for the first 3 dwelling units, with an additional 5,000 square feet required for each additional unit and no more than 6



## DELIBERATIVE SESSION

dwelling units may be permitted in any one structure. The district boundaries shall be the Residential and Commercial Districts north of Leach Brook and the Residential, Commercial and Transitional Districts south of Chase Brook and east of Route 3A to Albuquerque Avenue and then south of Page Road.

Mr. Russ Blanchette spoke to the article – Required by State Statute (RSA 674:58-61). Need to prevent legal challenges. Good for economic development. Enables more housing options for employees of local businesses.

Al Raccio – Is this another way of saying low cost family housing?

Russ Blanchette – No it is not. This offers for all income levels

Al Raccio – Are there any conditional provisions in the article that allow for additional or require section 8 housing?

Russ Blanchette – No provisions are written.

Ralph Boehm – Why can't we just zone the property that we have in town to get around the RSA?

Russ Blanchette – That is part of the outcome of this proposal.

Pat Spencer – Is there any limit?

Russ Blanchette – It is really unclear how the worst case scenario will play out. A lot of the land is not buildable

John Regan – If a builder came to town today and submitted a request to build a multi family home what would happen?

Russ Blanchette – The request could be denied due to current zoning ordinances at which point the builder could go to the court to achieve a builders remedy at which point the builder could develop in any way that the courts deem appropriate. We would have no control.

John Regan – So the builder could build any where that the builder and the state decide opposed to where the town decides?

Russ Blanchette – Yes sir

Bill Spencer – a Follow up to my wives question. What was the worst case situation?

Russ Blanchette – around 400 units if all land was developable.

Jack Snyder – Why are we not forcing these developers to get sewage?

## DELIBERATIVE SESSION

Russ Blanchette – The Board had discussed that but decided at this time not to do that. That is possible for future discussions.

John Regan – In the area you are discussing are there areas where we will have big complexes or will these be spotty smaller buildings?

Russ Blanchette – We do set the number of units that is allowable. So they will be spotty and smaller units.

Al Raccio – With the potential of 400 units being developed has the Planning Board or the Board of Selectmen done a potential impact of municipal service such as fire and police are we looking at a new station at the north end or the south end. Are we looking at expanding the fire and police departments?

Russ Blanchette – It is premature to discuss that at this point in the game. Nothing has been proposed yet.

Andrew Cutter – If this article is defeated again this year what risk is the town assuming?

Russ Blanchette – Referred question to council – Laura stated that the No Means No only applied to monetary articles.

Andrew Cutter - If the town defeats this than the town can still go forward with it?

Russ Blanchette – No it would still remain in legal jeopardy. If a builder wanted to build in town there would still be a potential for a court case.

John Regan – So what you are saying is that if someone owns a piece of property right in the middle of town and sells it to a developer and the developer gets permission from the courts to build her can do so?

Russ Blanchette – Yes sir.

There were no questions or amendments so the article will appear on the ballot as written

**Article 4:** Are you in favor of the adoption of Amendment No. 3 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend sections 600 “Highway (Route 102) Commercial District,” 700 “Southwestern Commercial District,” 800 “Northern Commercial District,” 900 “Transitional District,” 950 “Northern Commercial/Industrial District,” and 1000 “Southern Commercial/Industrial District” of the Zoning Ordinance as follows to require development compatible in character, style and scale with the abutting properties and the small New England Village and agricultural character of the town. New section 408 includes new standards (landscaping, lighting, screening unsightly features) to protect community character. The frontage requirements are reduced to 200 feet on Routes 3A and 102. Permitted uses are amended as follows: expand agricultural uses permitted in all 6 districts; large regional shopping type uses, such as department stores, exceeding a footprint of 20,000 square feet are not permitted in the Northern and Southwestern Commercial Districts; antique stores and bed and breakfasts are permitted in the three commercial districts; disallow hotels in the Northern and Southwestern Commercial Districts; clarify that motor vehicle



## DELIBERATIVE SESSION

sales do not include salvage yards; and disallow car dealerships in the Southwestern Commercial District. Supporting definitions to the expanded permitted agricultural uses are added to section 200. Within all six districts clarify that “site coverage” is synonymous with impervious surfaces. The zoning district

boundaries are revised to update parcel references to correspond to the current assessing maps. The three parcels currently zoned Commercial-Industrial and Transitional at the intersection of Morgan Road, Colby Road and Route 3A are rezoned as Northern Commercial. To reduce instances of split lot zoning the various parcels in the Transitional District along Route 3A (south of Page Road) and the southern town-line are rezoned as Commercial or Commercial-Industrial. Several parcels south of Page Road and east of Route 3A are rezoned to be entirely in the Transitional district. The Highway Commercial district is revised to follow parcel boundaries of those currently either entirely or partially within the district and to include those south of Woodburn Road and east of Bixby road and exclude residential parcels along Derry Road. Russ Blanchette and Tom Young spoke to the article – This article is to update the zoning. General Requirements for non-residential uses would be outside storage, vehicular access, landscaping, lighting and screening.

Performance Standards – Non residential uses be compatible in character, style and scale with abutter properties, small New England Village and agricultural character of the town. Meet provision of new Section 408 – General Standards.

Permitted Users – Amended as follows – Larger shopping limited to 20,000 sf footprint in the north and southwest commercial district. Antique stores and bed and breakfasts allowed in commercial districts; No hotels in the north or southwest commercial; vehicle sales do not include salvage yards; no car dealerships in southwest commercial; expanded agricultural uses permitted.

Other Amendments – frontage reduced, site coverage = impervious surfaces.

Three new definitions would be – agricultural processing plant; agritourism and farm roadside stand.

Susan Seabrook – Could you please define the three new definitions?

Russ Blanchette – It will look a lot like what currently exists. This is a housing cleaning measure to keep in base with state law and how it defines these activities.

Chris Pascucci – Does this change the minimum set back restrictions?

Russ Blanchette – There are still minimum restriction setbacks in place.

Chris Pascucci – What do the resident get out of voting for this?

Russ Blanchette – This is to take care of a lot of general housekeeping issues.

Chris Pascucci – Has the impact of municipal services been discussed on this or is it too premature as with the other article?

Russ Blanchette – It is still premature at this point. There were no questions or amendments so the article will appear on the ballot as written

**Article 5:** To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling, \$5,130,166. Should this article be defeated, the default budget shall be \$5,007,408 which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.



## DELIBERATIVE SESSION

*Estimated 2014 tax rate: \$3.58*

John Brunelle spoke to the article John explained how the budget is put together and a few highlights of this year's budget. Hydrants increase of 11.56% to \$295,658. Personnel Administration increase due to increase cost of NH Retirement. Police Budget is up by 3% for the cost of two new cruisers. Increases in library budget due to 2 full time employees opting in to the health insurance program. General

government increase predominantly due to consolidation of fuel accounts – combined fuel facility at Highway Department. Gasoline budgets from Highway, Police & Fire moved to General Government. Legal services savings 50% from 2013 – change firm and pricing.

Tim Finnegan – What are the increases in the 2013 and the 2014 default budgets?

John Brunelle – contract increase, salary increases, benefit increases those are all things we have to factor into the budget as well as the fire hydrate increase.

Tim Finnegan – So the police cars are not in there?

John Brunelle – The only thing in there is the default appropriation for the police cars from 2012 which is \$34,000.

Tim Finnegan – Who were the 3 no votes from the budget committee and why?

Andrew Cutter – Chairman of Budget Committee – I was one of those no votes. Ultimately my view of the budget was a little high in some areas. There were funds added back into the budget in December that I did not support.

Chris Pascucci – I also voted no at the end I made a motion to remove 1 % of the proposed budget and it failed. My proposal also added about 90,000 to budget. I felt budget was too high a little over 3% seemed too high.

Dan Vaillencourt – I also voted no I would have preferred to see something a little closer to the default budget. There were things that came through after we voted and would have liked to have seen something a little lower.

John Brunelle – Just a clarification for the folks that follow the budget process as I said we start the budget process in August and in August we do not have a lot of the known's. A lot of those things are insurances, fuels, postage. Health care changes dramatically.

Jason Guerrette – If the budget fails are you going to turn those two police cruisers in or are you going to find the money in the budget again?

John Brunelle – We are going to find the money in the budget because we have to have cruisers.

## DELIBERATIVE SESSION

Jason Guerrette – Can you please describe the health care cost what we currently pay for co-pays and deductibles for our town employees?

John Brunelle – I will tell you that our healthcare contract comes up in July and we are currently working with the healthcare providers on the costs.

Jason Hoch – Right now the plan that is offered there is no deductible and there is a \$5.00 co-pay per visit the premium sharing is 80 town 20 percent employee. Full time employees are covered 100%. The prescriptions are a three tier approach I think its \$10, \$35, \$70 we increased that last year. Like John said

we are up for renewal in July. We are looking at deductibles. With that said the menu of choices from one provider the co-pays tend to be low co-pays.

Jason Guerrette – Do you think that it is fair to add that kind of burden to the taxpayer with the current healthcare situation. I was kicked off of my wives healthcare plan.

John Brunelle – Jason this is my own opinion but I think that it is very unfair to compare the municipal worker to a private sector worker. The pay is very different.

John Brunelle – I have one thing on the cars, The Board of Selectmen are put into this position to take care of the affairs of the town, people elected us to make sure that the health and the safety is there and the struggle around whether we have police cruiser or not. I know that this is the big ticket this year and that is the only big ticket this year is to get the additional two cars. Last year because we only chose to get two cars the other two cars that were left in the fleet incurred a significant amount of costs to keep them running. They are unsafe, they have been out of commission a significant amount of time and they are costing us a lot of money. Getting two additional cars just makes sense. Saying we should not have bought the cars seems wrong because I need to be able to respond to emergencies.

Susan Seabrook – I was under the impression that the school and the town had the same health care. The schools deductible is \$10 a visit.

John Brunelle – We are part of the same rate pool but we get different plans.

There were no questions or amendments so the article will appear on the ballot as written

**Article 6:** To see if the Town will vote to raise and appropriate the sum of \$170,000 for the purpose of road pavement improvement projects. This sum matches the amount expected to be received and appropriated by the Town through the NHDOT Highway Block Grant. It is anticipated that these funds will be used toward the costs of repairs to Cutler Road and Stark Lane. This is a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the improvements are completed or by December 31, 2016, whichever is sooner.

*Estimated 2014 tax rate impact: \$0.21*

John Brunelle spoke to the article we maintain 77 miles of roads. 16.71 miles currently are in need of repair (26%). 61% in good condition; 13% in fair condition and 26% in poor condition. Bringing all poor



## DELIBERATIVE SESSION

roads to good condition has current cost of \$4,636,905. Town match of state Block Grant of \$170,000 providing \$340,000 for road improvements each year. Block Grant of \$170,000 included within operation budget. Article would provide an additional \$170,000.

Jack Shiner – How much is in the block grant fund right now?

John Brunelle – Zero all of the funds have been used.

There were no questions or amendments so the article will appear on the ballot as written

**Article 7:** To see if the Town will vote to raise and appropriate the sum of \$207,000 for the purchase of replacement breathing apparatus equipment, \$21,000 to be raised from taxation with the remaining \$186,000 representing Litchfield's share of a regional grant being applied for by the towns of Litchfield, Goffstown, Dunbarton, Weare, New Boston and Bedford. If the grant is not received, the amount to be raised and appropriated will be reduced to \$21,000 and the expected grant funds will be raised and

appropriated at a future town meeting. This is a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the equipment is purchased or by December 31, 2016, whichever is sooner.

*Estimated 2014 tax rate impact: \$0.03*

Kevin Bourque spoke to the article this replaces all current airpacks which were manufactured in 2001. Life expectancy under NFPA standards is 15 years. Department of Revenue requires that articles list full cost of package – the 90% grant share and the 10% town share. This article requests \$21,000 to be raised by taxes. If the grant application is successful, the \$21,000 will be used as a match and we will have authorized the acceptance of the grant and appropriation for the replacement equipment. If the grant is not successful, the Town will need to develop an alternate plan to replace by 2016. The \$21,000 will remain available for that purpose through the end of 2016.

There were no questions or amendments so the article will appear on the ballot as written

Mr. Frank Byron made a motion to restrict all prior warrant articles. Voice vote was taken and the motion was passed.

**Article 8:** Shall the Town vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State, County and Municipal Employees which provides for the following increases in wages and benefits:

2014: \$44,562

2015: \$31,355 (estimated)

And further, to raise and appropriate the sum of \$44,562 for the 2014 fiscal year, such sum representing the additional cost attributable to the increase in benefits over those of the appropriation at current staffing levels. This collective bargaining agreement covers the full and part time patrol officers and full time dispatchers.

This contract contains no raise for 2014 and a 2% raise in 2015.

*Estimated 2014 tax rate impact: \$0.05*

Frank Byron spoke to the article – Wage progression – 2014 = 0%; 2015 = 2%.

This is only a two year contract not a three year contract as in past years.



## DELIBERATIVE SESSION

2014 Education 1 time stipend (will not carry through to subsequent years). Ongoing degree completion stipend if degree is completed while employed by Litchfield. Reduces maximum earned time for new employees to 660 hours as opposed to 960 for current employees. 457 (b) voluntary retirement plan match up to \$1000 per year per member to be paid out of the detail fund. Increase in detail rate to \$59.75. Tim Finnegan – If there is no rate increase why is the bulk of the increase in 2014?

Frank Byron – The bulk of the increase is for the education stipend.

There were no questions or amendments so the article will appear on the ballot as written

**Article 9:** Shall the Town, if article 5 is defeated, authorize the governing body to call one special meeting, at its option, to address Article 5 cost items only? (Majority vote required).

Frank Byron spoke to the article – explained that if the article is defeated more negotiations can go on and go back to the voter for a special meeting vote.

Jason Guerrette - If the article is defeated would the special meeting look like this (deliberative session)

Frank Byron – My understanding of the special meeting would be a deliberative session as this one and then a special ballot. Exactly the same way as a SB2 election

Frank Byron made a motion to amend article 9 to read if article 8 is defeated.

**Amended Article 9:** Shall the Town, if article 8 is defeated, authorize the governing body to call one special meeting, at its option, to address Article 8 cost items only? (Majority vote required).

There were no further questions or amendments so the article will appear on the ballot as Amended

**Article 10:** To see if the Town will vote to establish a Stormwater Management Expendable Trust Fund pursuant to RSA 31:19-a. Furthermore to raise and appropriate the sum of \$40,000 for deposit into this Fund and to appoint the Board of Selectmen as agents to expend from the fund. The Fund can be used for the costs associated with engineering, documenting, repair and planning of stormwater and drainage systems as well as compliance with EPA stormwater system permits.

*Estimated 2014 tax rate impact: \$0.05*

Jason Hoch will speak to the article Stormwater discharges by municipalities governed by permit from EPA. Last permit issued in 2003.

There were no questions or amendments so the article will appear on the ballot as written.

George Lambert made an amendment to change amount to \$90,000. Amended article fails. George asks to reconsider. Voters again vote No.

There were no questions or amendments so the article will appear on the ballot as written

John Brunelle took a few moments prior to a 15 minute break to recognize Mrs. Pat Jewett for all her great services.

## DELIBERATIVE SESSION

**Article 11:** To see if the town will vote to raise and appropriate the sum of \$20,000 for repainting the Old Town Hall and to fund this appropriation by authorizing the withdrawal of that amount from the unexpended fund balance as of December 13, 2013. This price includes legally required abatement of lead paint. This would have a net cost to 2014 general taxation of \$0.

*Estimated 2014 tax rate impact: \$0.00*

Kevin Bourque spoke to the article explaining that we need to take care of our assets and the problem with removing the lead paint.

Jason Guerrette – Have we had it tested? Does it actually have lead?

Kevin Bourque – Yes we did and yes it does.

There were no questions or amendments so the article will appear on the ballot as written.

**Article 12:** To see if the Town will vote to raise and appropriate the sum of \$43,120 for the replacement of the roof on Talent Hall and to fund this appropriation by authorizing the withdrawal of that amount from

the unexpended fund balance as of December 31, 2013. This would have a net cost to 2014 general taxation of \$0.

*Estimated 2014 tax rate impact: \$0.00*

John Brunelle spoke to the article explaining that the current roof is 20 years old and has needed several repairs.

Jason Guerrette- where is this money coming from?

John Brunelle – Money will come from the unexpended fund balance fund.

There were no questions or amendments so the article will appear on the ballot as written.

**Article 13:** To see if the Town will vote to raise and appropriate the sum of \$4,952 to support the requests of Human Services agencies including Big Brothers/Big Sisters, Home Health & Hospice, St. Joseph's Community Services, Bridges and Community Council of Nashua.

*Estimated 2014 tax rate impact: \$0.01*

John Brunelle spoke to the article stating we did this last year and the voters approved it.

There were no questions or amendments so the article will appear on the ballot as written.

**Article 14:** To see if the Town will vote to discontinue the Vacation Accrual Expendable Trust Fund created in 2011 and return the balance of such fund to the Town's general fund. The balance of this fund as of December 31, 2013 is \$59,629. And further, to see if the Town will vote to establish an Earned Time Accrual Expendable Trust Fund under the provisions of RSA 31:19-a for the purpose of annually accounting for the cost of earned but unused vacation time so that the expenses associated with employee resignations, retirements and buyouts of accrued earned time do not impact the current year budget, and to raise and appropriate the sum of \$59,629 to put in the fund, with this amount to come from the unexpended fund



## DELIBERATIVE SESSION

balance as of December 31, 2013; and to further to appoint the Board of Selectmen to serve as agents to expend from the fund. This would have a net cost to 2014 general taxation of \$0.

Jason Hoch spoke to the article explaining that this is just a house keeping item.

Susan Seabrook – Is there a cap on this?

Jason Hoch – Yes there is

Susan Seabrook – Does this change with the new police contract?

Jason Hoch – The new contract has a lower cap.

There were no questions or amendments so the article will appear on the ballot as written.

**Article 15:** To see if the Town will vote to allow on premise licensees for liquor sales to sell until 2:00 am as authorized by RSA 179:17 II(b).

Frank Byron explained that the legislature made a change in 2013 this is just to keep in line with the new law.

There were no questions or amendments so the article will appear on the ballot as written.

**Article 16:** To see if the Town will vote to amend the 2011 vote regarding the deposit of land use change tax funds into the Conservation Fund to authorize 80% of the land use change tax collected pursuant to RSA 79-A:25 to be deposited into the conservation fund in accordance with RSA 36-A:5, III, as authorized by RSA 79-A:25, II; however, in no event shall the balance in the Conservation Fund be permitted to exceed \$1,000,000.

Frank Byron spoke to the article explaining how money gets in and out of this fund. He explained we are not taking money away from this fund.

There were no questions or amendments so the article will appear on the ballot as written.

**Article 17:** Shall we adopt the provisions of RSA 79-A:25-a to account for revenues received from the land use change tax in a fund separate from the general fund? Any surplus remaining in the land use change tax fund shall not be part of the general fund until such time as the legislative body shall have had the opportunity at an annual meeting to vote to appropriate a specific amount from the land use change tax fund for any purpose not prohibited by the laws or by the constitution of this state. After an annual meeting any unappropriated balance of the land use change tax revenue received during the prior fiscal year shall be recognized as general fund revenue for the current fiscal year. Any land use change tax which is to be placed in the conservation fund in accordance with RSA 79-A:25, II, shall first be accounted for as revenue to the land use change tax fund before being transferred to the conservation fund at the time of collection.

Frank Byron spoke to the article explaining that these two articles work together.



## DELIBERATIVE SESSION

Ray Peeples – If we hit that million dollar cap if we use some of that money does that money get replenished?

Frank Byron – Yes it does.

There were no questions or amendments so the article will appear on the ballot as written.

**Article 18:** To see if the Town will vote to rename the fund which has in the past been referred to interchangeably as the Town Conservation Fund, the Conservation Land Acquisition Fund and the Conservation and Land Acquisition Fund to the “Conservation Fund,” and to confirm that this fund may be used for all purposes authorized for conservation funds under RSA 36-A.

Jason Hoch spoke to the article explaining the history of this fund and what it is used for.

Jason Gurette – Have you invited and spoken to the conservation commission on these three articles

Jason Hoch – Yes we have.

There were no questions or amendments so the article will appear on the ballot as written

**Article 19:** To see if the Town will direct the Board of Selectmen to bring to the 2015 annual meeting, an article to study alternatives and potential costs for a controlled intersection allowing access to Route 102.

John Brunelle spoke to this article stating that several citizens have asked the board that something be done with the intersection of Page Road and 102.

There were no questions or amendments so the article will appear on the ballot as written

**Article 20:** To see if the Town will authorize the Board of Selectmen to appoint a Capital Improvement Program Committee pursuant to RSA 674:5, which shall include at least one member of the Planning Board and may include but not be limited to other members of the Planning Board, the Budget Committee, or the Board of Selectmen, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years.

Frank Byron explained the reasoning behind this committee and who would be on the committee.

Al Raccio expressed some concerns with the Board of Selectmen appointing for this new committee.

There were no questions or amendments so the article will appear on the ballot as written

**Article 21:** Shall we modify the elderly exemption from property tax in the Town of Litchfield, based on assessed value for qualified taxpayers, for persons 65 years of age up to 75 years, \$50,000; for persons 76 years of age up to 80 years, \$80,000; and for persons 81 years of age or older, \$125,000. To qualify, the person must have been a New Hampshire resident for at least 3 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least 5 consecutive years. In addition, the taxpayer must have a net income in each applicable age group of not more than a dollar amount determined by the town of not more than \$30,000,

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or, if married, a combined net income of not more than a dollar amount determined by the town of not more than \$45,000; and own net assets not in excess of \$150,000, excluding the value of the person's residence and one automobile (the automobile of greatest value if more than one is owned). This article brings the eligibility requirements into conformance with state law and reduces the asset limit from \$300,000 to \$150,000.

The modifications will take effect April 1, 2014.

Jason Hoch spoke to the article stating that the limits that Litchfield has for these exemptions are very high compared to towns of similar towns.

Jack Snider made an amendment to this article

The amendment passed by a voice vote and the article will appear on the ballot as amended

**Amended Article 21:** Shall we modify the elderly exemption from property tax in the Town of Litchfield, based on assessed value for qualified taxpayers, for persons 65 years of age up to 75 years, \$50,000; for persons 76 years of age up to 80 years, \$80,000; and for persons 81 years of age or older, \$125,000. To qualify, the person must have been a New Hampshire resident for at least 3 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least 5 consecutive years. In addition, the taxpayer must have a net income in each applicable age group of not more than a dollar amount determined by the town of not more than \$30,000, or, if married, a combined net income of not more than a dollar amount determined by the town

of not more than \$45,000; and own net assets not in excess of \$300,000, excluding the value of the person's residence and one automobile (the automobile of greatest value if more than one is owned).

There were no further questions so the article will appear on the ballot as amended

**Article 22:** To see if the Town will vote to discontinue the elected office of Highway Agent, and to authorize the Selectmen to appoint the Highway Agent. The current Highway Agent shall continue to hold the office until the 2015 Annual Town Meeting election, at which time, the elected office shall terminate. If adopted, the authority of the Selectmen to appoint the Highway Agent shall continue in effect until changed by a majority vote at an annual or special town meeting.

There were several comments from residents with concerns as to why we would take away the voters right to vote for a Road Agent.

John Brunelle – Explained that the current Road Agent does a fantastic job and if he decides to retire before or after his next term the Board of Selectmen want to be able to choose someone who does as good a job a Jack does.

There were no questions or amendments so the article will appear on the ballot as written



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**Article 23:** To see that with NH RSA 154:16 the town shall provide a Fair, Honest and reasonable hourly wage for employees willing to risk their life. To establish a minimum hourly fire department “on call” hourly wage of \$16.31, after the successful completion of the probation period. This has been the starting hourly rate for “on call” firefighters from 6/2010. This hourly rate is the budgeted rate for the current budget (FY13/14). This minimum hourly rate represents a reduction of \$1 hour over the proposed budgeted (FY14/15) average wage. This shall be the minimum fair hourly wage for an “on call” fire department employee, who may at any point, be asked or obliged to endanger knowing or unknowingly, their own wellbeing to rescue others, on behalf of the community of Litchfield NH, based on the duties of a Firefighter or Medical Technician, and or for the good of the community or country. A Pay Scale, showing all levels and qualifications for these levels, of Fire and Rescue personnel shall be posted and displayed for public review. Until such time as changed by the actions of future town warrants.

Tim Kearns spoke to the article – I was one of the many signers of this petition article. I could not get the information that I was looking for on wages. They were not published and I could not find them. I am engaged, I am a resident trying to pay attention to what is going on could find anything so this is what I brought forward

John Brunelle – I would like to make an amendment to this article. Amendment seconded

John Brunelle explains why he made the amendment stating that this amendment just keeps us more in line with what we have today. It doesn’t set the rate.

Tim Kearns – This article is very consistent with the towns last several years. Increases were done in a warrant article over the last several years. The decision is going to be the decision of the voters.

John Regan – I just have a question for you (Tim Kearns). The second sentence of the article To establish a minimum hourly fire department “on call” hourly wage of \$16.31, to \$15.31. What are you trying to do with this article?

Tim Kearns – Last year all of the on call officers made \$16.30 then in May the amount dropped significantly to \$10 an hour for new on call fire fighters and basically as a resident I would like to keep it as it was. If it does change I would like to see it because I can’t get a copy of it anywhere.

John Brunelle – Just so everyone understands back in March the fire department initiated a new pay scale. Any one of the current staff will remain at the \$16.30. The pay scale was based on achievement. A new fire fighter coming into the department with no skills or qualifications started off at \$10 as you achieve more qualification you would get increases up to \$16.50 an hour. What Mr. Kearns is asking us to do is if you come in off the street and want to be an on call officer we start you off at the same wages as someone who has been on the department for 20 plus years. To me the plan brought forward by the chief made sense. It also gave an incentive the incentive was grow in the fire service become an expert in the fire service and now we have qualified people going out there to homes and being in the fire service. The pay scale is in the handbook so the pay scale is out there.

George Lambert – I have a question for Town Council - If this article is defeated does that mean we will no longer have an on call fire service under the no means no?



## DELIBERATIVE SESSION

John Brunelle – She is shaking her head no.

Bill Spencer – I am a little confused on the amendment. Did you just add those words? Or is that the entire amendment?

John Reagan – No, that is the entire amendment.

Bill Spencer – So they changed it completely to that amendment?

John Reagan – Yes

Al Raccio – From what I heard the amendment changes the intent of the amendment, is that legal. There is no mention of hourly figures or dollars and there is clearly in the original article warrant.

Laura (town counsel) No the ability to amend them is the same but what the RSA says is that the amendment cannot eliminate the subject matter. It doesn't say that you can't change it to change the subject matter.

John Regan – The intent of the article is to establish a wage.

No further questions so a vote was taken on the amendment. A vote was taken and the moderator could not determine if the article passed so a hand vote was taken and the article passed.

**Amended Article 23:** Pursuant to RSA 154:16, to see if the town shall provide a Fair, Honest and reasonable hourly wage for employees willing to risk their life, as determined by the selectmen in conjunction with the Fire Chief.

Tim Kearns – I just want to add that currently for Nashua/Derry Area a starting entry level fire fighter for 2013 is \$16.25.

There were no further questions or amendments so the article will appear on the ballot as Amended.

**Article 24:** To see that in conjunction with NH RSA 154 the town will protect the Safety and Welfare of "on call" fire department personnel and to further raise and appropriate the sum of \$3,700 which represents a Health and Accident insurance policy program that covers approximately 37 "on call" fire department personnel who are NOT union and NOT regular part time Town Employees or otherwise under contract or of a bargaining unit. The town shall maintain this current type Health and Accident insurance policy program with the same provisions and limitations as the current Provident Health and Accident insurance policy program the town has contributed to for the last 3 years, until such time as changed by the actions of future town warrants. \$3354.00 of this sum is included in the current town budget for this purpose. The remaining \$346 is an estimated 10% increase over current budget. Current provided Death or Impairment insurance to the level up to \$100,000 will be provided if a member should be killed or impaired in the performance of their duty or volunteering for the community. Current provided income insurance to the

## DELIBERATIVE SESSION

level up to \$400 a week will be provided if a member should be injured in the performance of their duty or volunteering for the community to make up for wages lost from regular income.

Tim Kearns spoke to the article – I had concerns as to if this would be taken out of the default budget. It was brought forward to try to continue what we already have. Tim submitted an amended warrant explaining that it will strike the dollars. So this is actually a zero dollar warrant and has no effect on the tax dollars.

Amended Article 24 - To see that in conjunction with NH RSA 154 the town will protect the Safety and Welfare of “on call” fire department personnel and to further raise and appropriate the sum of \$0 which represents a Health and Accident insurance policy program that covers approximately 37 “on call” fire department personnel who are NOT union and NOT regular part time Town Employees or otherwise under contract or of a bargaining unit. The town shall maintain this current type Health and Accident insurance policy program with the same provisions and limitations as the current Provident Health and Accident insurance policy program the town has contributed to for the last 3 years, until such time as changed by the actions of future town warrants. \$3354.00 of this sum is included in the current town budget for this purpose. Current provided Death or Impairment insurance to the level up to \$100,000 will be provided if a member should be killed or impaired in the performance of their duty or volunteering for the community. Current provided income insurance to the level up to \$400 a week will be provided if a member should be injured in the performance of their duty or volunteering for the community to make up for wages lost from regular income.

Al Raccio Seconded the motion

Warren Adams – Asked counsel this article mentions Provident Health and Accident, what happens if this company goes out of business in the next few months. Does this bind us to them? I don’t see any problems with the way that this insurance has been paid. The town has been very gracious and paid it for many years I don’t see what the problem is and why we are putting forward this article. I urge everyone to vote no on this amendment.

Laura – There is a concept that it tries to bind you to Providence however there is a concept that town meeting cannot tie you to past town meetings. However this is a bigger problem with this amendment if anyone is interested in hearing it. By changing this to a zero appropriation you end up with a no means no situation and you will not be able to spend any monies on the insurance for the Fire Fighters.

Frank Byron – Stated that this amendment if it fails at the polls we will not be able to provide this insurance for our Fire Fighters. The Board of Selectmen want to provide this benefit to our Fire Fighters. We have an amendment to this article that will prevent that.

Voice vote was taken and failed.

Frank Byron made an amendment to article 24 as follows



## DELIBERATIVE SESSION

**Amended Article 24:** To see if the Town will vote to protect the Safety and Welfare of on call fire department personnel. For approximately 13 years, the Town has provided Health and Accident insurance for on call fire department personnel who are NOT union and NOT regular part time Town Employees or otherwise under contract or of a bargaining unit.

Frank Byron spoke to the article explaining that this amended was actually crafted by Town Counsel so that we did not get into a no means no situation.

Al Raccio – Does under contract imply being a full time employee of another department and therefore negates the insurance.

Frank Byron – No, that means under contract with the town

John Regan – So if we vote this in we are continuing doing what we are doing today?

Frank Byron – Yes that is correct

John Regan – And if we vote this out what happens?

Frank Byron – We would be able to still pay this?

John Regan – So there is no impact either way?

Frank Byron – Correct – Town Council agrees

Voice vote was taken and the article passed

There were no further questions or amendments so the article will appear on the ballot as Amended.

**Article 25:** To see that with RSA 154:1 the town will direct the Board of Selectmen to set and post the mission and hours needed of the Fire Chief to Lead, Teach and Train the “on call” members of the fire department in the current arts and skill of Fire, Emergency Medicine and Rescue Operations. The Fire Chief shall establish post and maintain a Fire Department mission statement. The Fire Chief shall work no less than a yearly average of 32 hours per week, excluding vacation and excused absenteeism. The Fire Chief will post and maintain regular business hours. The Fire Chief shall follow town policies, state and federal laws and standards in the creation and application of any rules and regulation s/he should adopt or create. The Fire Chief shall not impose any minimum performance standard on any “on call” individual that Fire Chief cannot meet or otherwise be fairly applied to all “on call” employees.

Tim Kearns spoke to the article – This is just clarification for hours. An amendment was submitted to change the hours from 32 to 24 to be in line with the current budget. Al Raccio Seconded.

**Amended Article 25:** To see that with RSA 154:1 the town will direct the Board of Selectmen to set and post the mission and hours needed of the Fire Chief to Lead, Teach and Train the “on call” members of the fire department in the current arts and skill of Fire, Emergency Medicine and Rescue Operations. The Fire



## DELIBERATIVE SESSION

Chief shall establish post and maintain a Fire Department mission statement. The Fire Chief shall work no less than a yearly average of 24 hours per week, excluding vacation and excused absenteeism. The Fire Chief will post and maintain regular business hours. The Fire Chief shall follow town policies, state and federal laws and standards in the creation and application of any rules and regulation s/he should adopt or create. The Fire Chief shall not impose any minimum performance standard on any "on call" individual that Fire Chief cannot meet or otherwise be fairly applied to all "on call" employees.

Al Raccio – Is the 24 hours consistent with the current budget?

John Brunelle – Yes it is.

Al Raccio – Do we somewhere on file have a public document that defers to what is in this article?

John Brunelle – (Defers to Fire Chief) Yes we do it is part of his handbook.

Al Raccio – Do we have all of this information that is being asked for in this article available to the public?

John Brunelle – Yes we do through the Fire Chief

John Regan – Mr. Kearns what was the purpose of this article

Tim Kearns – Basically for housekeeping. I will say at the beginning of the year I was looking for some of this information and could not get it. I have asked under RSA for some of these documents and still have not gotten them.

John Brunelle – I would suggest that you reach out to the Chief for those documents.

A voice vote was taken and the article passed.

John Brunelle made an amendment to the amended article to read as follows

**Amended Article 25:** To see if the town will direct the Board of Selectmen to encourage the Fire Chief to continue to lead, teach and train the on call members of the fire department in the current arts and skill of Fire, Emergency Medicine and Rescue Operations in accordance with his contract or other written policies as the selectmen may adopt.

Seconded

Al Raccio – As the appointing body of the appointed Chief why would the Board of Selectmen make an amendment to this article?

John Brunelle – The amendment makes sure that the control staying in the control of the Board of Selectmen.

Robin Corbiel – Are there posted hours for the Chief?

## **DELIBERATIVE SESSION**

John Brunelle – There are posted hours for the fire department. If you need to contact the Fire Chief you can call the Fire Department and leave him a voice mail or leave a message with the officer on duty.

A voice vote was taken and the amended article passed.

There were no further questions or amendments so the article will appear on the ballot as Amended.

Al Raccio – If all the articles are passed on the current warrant what will the impact be to the taxpayer?

Andrew Cutter – Stated that if all articles in the warrant the impact would be \$3.93 per \$1,000.

Al Raccio – And on a \$300,000 home?

Andrew Cutter – On a \$300,000 home the impact would be \$1,179.00

Al Raccio – In addition to the current base?

Andrew Cutter – That is correct.

A motion to adjourn was made by Al Raccio at 2:18. Seconded by Patricia Jewett.

A true record of business conducted at the Deliberative Session, attest:

Theresa L. Briand

Town Clerk

## 2014 WARRANT

To the inhabitants of the Town of Litchfield in the County of Hillsborough in said State, qualified to vote in Town Affairs:

You are hereby notified that the first session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on February 1, 2014 at 10:00 a.m. for explanation, discussion and debate of each warrant article. Warrant articles may be amended at this session per RSA §40:13, IV.

You are hereby notified that the second session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 11, 2014 at 7:00 in the forenoon for the choice of Town Officers elected by official ballot to vote on questions required by laws to be inserted on the official ballot and to vote on all warrant articles from the first session on official ballot per RSA §40:13, VIII. The polls for the election of town officers and other action required to be inserted on said ballot will be open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

### ELECTION OF OFFICERS

Article 1:

<b>Board of Selectmen</b>	<b>2 - 3 year terms</b>
Frank A. Byron	
George Lambert	
Brent Lemire	
<b>Board of Selectmen</b>	<b>1 - 1 year term</b>
Jason Guerrette	
Steven Perry	
Alfred C. Raccio	
<b>Budget Committee</b>	<b>3 - 3 year terms</b>
Keri B. Douglas	
Chris Pascucci	
Raymond C. Peeples	
<b>Town /Clerk/Tax Collector</b>	<b>1 - 3 year term</b>
Theresa L. Briand	
<b>Library Trustee</b>	<b>2 - 3 year term</b>
Christine L. McKim	
Peggy Drew	
<b>Cemetery Trustee</b>	<b>1 - 3 year term</b>
Jody L. Fraser	
<b>Trustee of Trust Fund</b>	<b>1 - 3 year term</b>
John J. Poulos., Jr.	
<b>Supervisor of Checklist</b>	<b>1 - 6 year term</b>
Joan A. McKibben	



## **AQUIFER PROTECTION DISTRICT**

Article 2: Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amendments to section 1250 "Aquifer Protection District" of the Zoning Ordinance to clarify existing provisions including adding further details and examples to the definition of impervious, clarify that while the maximum impervious surfaces permitted are 15% applicants may apply for a conditional use permit to exceed that amount, and correct references to underlying zoning districts.

*Recommended by the Planning Board*

## **MULTI-FAMILY OVERLAY DISTRICT**

Article 3: Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Adopt a new zoning section 550.00 – 553.00 "Multi-Family Residential Overlay District," to provide an opportunity for multi-family residences within the Town of Litchfield consistent with the Town's single-family character and comply with NH State law. The purpose of the amendment is to provide opportunities for development of multi-family housing as required by state law. Any new multi-family construction shall maintain the existing character of the neighborhood. The minimum lot size shall be 2 acres for the first 3 dwelling units, with an additional 5,000 square feet required for each additional unit and no more than 6 dwelling units may be permitted in any one structure. The district boundaries shall be the Residential and Commercial Districts north of Leach Brook and the Residential, Commercial and Transitional Districts south of Chase Brook and east of Route 3A to Albuquerque Avenue and then south of Page Road.

*Recommended by the Planning Board*

## **COMMERCIAL DISTRICTS**

Article 4: Are you in favor of the adoption of Amendment No. 3 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend sections 600 "Highway (Route 102) Commercial District," 700 "Southwestern Commercial District," 800 "Northern Commercial District," 900 "Transitional District," 950 "Northern Commercial/Industrial District," and 1000 "Southern Commercial/Industrial District" of the Zoning Ordinance as follows to require development compatible in character, style and scale with the abutting properties and the small New England Village and agricultural character of the town. New section 408 includes new standards (landscaping, lighting, screening unsightly features) to protect community character. The frontage requirements are reduced to 200 feet on Routes 3A and 102. Permitted uses are amended as follows: expand agricultural uses permitted in all 6 districts; large regional shopping type uses, such as department stores, exceeding a footprint of 20,000 square feet are not permitted in the Northern and Southwestern Commercial Districts; antique stores and bed and breakfasts are permitted in the three commercial districts; disallow hotels in the Northern and Southwestern Commercial Districts; clarify that motor vehicle

sales do not include salvage yards; and disallow car dealerships in the Southwestern Commercial District. Supporting definitions to the expanded permitted agricultural uses are added to section 200. Within all six districts clarify that “site coverage” is synonymous with impervious surfaces. The zoning district boundaries are revised to update parcel references to correspond to the current assessing maps. The three parcels currently zoned Commercial-Industrial and Transitional at the intersection of Morgan Road, Colby Road and Route 3A are rezoned as Northern Commercial. To reduce instances of split lot zoning the various parcels in the Transitional District along Route 3A (south of Page Road) and the southern town-line are rezoned as Commercial or Commercial-Industrial. Several parcels south of Page Road and east of Route 3A are rezoned to be entirely in the Transitional district. The Highway Commercial district is revised to follow parcel boundaries of those currently either entirely or partially within the district and to include those south of Woodburn Road and east of Bixby road and exclude residential parcels along Derry Road.

*Recommended by the Planning Board*

## **OPERATING BUDGET**

Article 5: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling, \$5,130,166. Should this article be defeated, the default budget shall be \$5,007,408 which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

*Estimated 2014 tax rate: \$3.58*

*Recommended by the Board of Selectmen (Vote: 4-0-0)*

*Recommended by the Budget Committee (Vote: 5-3-0)*

## **ROAD IMPROVEMENT**

Article 6: To see if the Town will vote to raise and appropriate the sum of \$170,000 for the purpose of road pavement improvement projects. This sum matches the amount expected to be received and appropriated by the Town through the NHDOT Highway Block Grant. It is anticipated that these funds will be used toward the costs of repairs to Cutler Road and Stark Lane. This is a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the improvements are completed or by December 31, 2016, whichever is sooner.

*Estimated 2014 tax rate impact: \$0.21*

*Recommended by the Board of Selectmen (Vote: 5-0-0)*

*Recommended by the Budget Committee (Vote: 6-2-0)*

## **FIRE DEPARTMENT AIRPACK REPLACEMENT**

Article 7: To see if the Town will vote to raise and appropriate the sum of \$207,000 for the purchase of replacement breathing apparatus equipment, \$21,000 to be raised from taxation with the remaining \$186,000 representing Litchfield's share of a regional grant being applied for by the towns of Litchfield, Goffstown, Dunbarton, Weare, New Boston and Bedford. If the grant is not received, the amount to be



raised and appropriated will be reduced to \$21,000 and the expected grant funds will be raised and appropriated at a future town meeting. This is a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the equipment is purchased or by December 31, 2016, whichever is sooner.

*Estimated 2014 tax rate impact: \$0.03*

*Recommended by the Board of Selectmen (Vote: 4-0-0)*

*Recommended by the Budget Committee (Vote: 8-0-0)*

## **POLICE CONTRACT**

Article 8: Shall the Town vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State, County and Municipal Employees which provides for the following increases in wages and benefits:

2014: \$44,562

2015: \$31,355 (estimated)

And further, to raise and appropriate the sum of \$44,562 for the 2014 fiscal year, such sum representing the additional cost attributable to the increase in benefits over those of the appropriation at current staffing levels. This collective bargaining agreement covers the full and part time patrol officers and full time dispatchers.

This contract contains no raise for 2014 and a 2% raise in 2015.

*Estimated 2014 tax rate impact: \$0.05*

*Recommended by the Board of Selectmen (Vote: 4-1-0)*

*Recommended by the Budget Committee (Vote: 6-2-0)*

## **CONTRACT SPECIAL MEETING**

Article 9: Shall the Town, if article 8 is defeated, authorize the governing body to call one special meeting, at its option, to address Article 8 cost items only? (Majority vote required).

*Recommended by the Board of Selectmen (Vote: 5-0-0)*

## **STORMWATER MANAGEMENT TRUST FUND**

Article 10: To see if the Town will vote to establish a Stormwater Management Expendable Trust Fund pursuant to RSA 31:19-a. Furthermore to raise and appropriate the sum of \$40,000 for deposit into this Fund and to appoint the Board of Selectmen as agents to expend from the fund. The Fund can be used for the costs associated with engineering, documenting, repair and planning of stormwater and drainage systems as well as compliance with EPA stormwater system permits.

*Estimated 2014 tax rate impact: \$0.05*



*Recommended by the Board of Selectmen (Vote: 4-1-0)*

*Recommended by the Budget Committee (Vote: 4-3-1)*

### **REPAINTING OLD TOWN HALL**

Article 11: To see if the town will vote to raise and appropriate the sum of \$20,000 for repainting the Old Town Hall and to fund this appropriation by authorizing the withdrawal of that amount from the unexpended fund balance as of December 13, 2013. This price includes legally required abatement of lead paint. This would have a net cost to 2014 general taxation of \$0.

*Estimated 2014 tax rate impact: \$0.00*

*Recommended by the Board of Selectmen (Vote: 4-1-0)*

*Recommended by the Budget Committee (Vote: 7-0-1)*

### **TALENT HALL ROOF**

Article 12: To see if the Town will vote to raise and appropriate the sum of \$43,120 for the replacement of the roof on Talent Hall and to fund this appropriation by authorizing the withdrawal of that amount from the unexpended fund balance as of December 31, 2013. This would have a net cost to 2014 general taxation of \$0.

*Estimated 2014 tax rate impact: \$0.00*

*Recommended by the Board of Selectmen (Vote: 5-0-0)*

*Recommended by the Budget Committee (Vote: 6-1-1)*

### **HUMAN SERVICES AGENCIES**

Article 13: To see if the Town will vote to raise and appropriate the sum of \$4,952 to support the requests of Human Services agencies including Big Brothers/Big Sisters, Home Health & Hospice, St. Joseph's Community Services, Bridges and Community Council of Nashua.

*Estimated 2014 tax rate impact: \$0.01*

*Recommended by the Board of Selectmen (Vote: 5-0-0)*

*Recommended by the Budget Committee (Vote: 6-1-1)*

### **EARNED TIME EXPENDABLE TRUST FUND**

Article 14: To see if the Town will vote to discontinue the Vacation Accrual Expendable Trust Fund created in 2011 and return the balance of such fund to the Town's general fund. The balance of this fund as of December 31, 2013 is \$59,629. And further, to see if the Town will vote to establish an Earned Time Accrual Expendable Trust Fund under the provisions of RSA 31:19-a for the purpose of annually accounting for the cost of earned but unused vacation time so that the expenses associated with employee resignations, retirements and buyouts of accrued earned time do not impact the current year budget, and to raise and appropriate the sum of \$59,629 to put in the fund, with this amount to come from the unexpended fund balance as of December 31, 2013; and to further to appoint the Board of Selectmen to serve as agents to expend from the fund. This would have a net cost to 2014 general taxation of \$0.

*Recommended by the Board of Selectmen (Vote: 4-0-0)*

*Recommended by the Budget Committee (Vote: 8-0-0)*

## **EXTEND LIQUOR SALES**

Article 15: To see if the Town will vote to allow on premise licensees for liquor sales to sell until 2:00 am as authorized by RSA 179:17 II(b).

*Recommended by the Board of Selectmen (Vote: 4-1-0)*

## **CONSERVATION FUND CAP**

Article 16: To see if the Town will vote to amend the 2011 vote regarding the deposit of land use change tax funds into the Conservation Fund to authorize 80% of the land use change tax collected pursuant to RSA 79-A:25 to be deposited into the conservation fund in accordance with RSA 36-A:5, III, as authorized by RSA 79-A:25, II; however, in no event shall the balance in the Conservation Fund be permitted to exceed \$1,000,000.

*Recommended by the Board of Selectmen (Vote: 4-0-0)*

## **LAND USE CHANGE TAX FUND**

Article 17: Shall we adopt the provisions of RSA 79-A:25-a to account for revenues received from the land use change tax in a fund separate from the general fund? Any surplus remaining in the land use change tax fund shall not be part of the general fund until such time as the legislative body shall have had the opportunity at an annual meeting to vote to appropriate a specific amount from the land use change tax fund for any purpose not prohibited by the laws or by the constitution of this state. After an annual meeting any unappropriated balance of the land use change tax revenue received during the prior fiscal year shall be recognized as general fund revenue for the current fiscal year. Any land use change tax which is to be placed in the conservation fund in accordance with RSA 79-A:25, II, shall first be accounted for as revenue to the land use change tax fund before being transferred to the conservation fund at the time of collection.

*Recommended by the Board of Selectmen (Vote: 5-0-0)*

## **EXPAND CONSERVATION FUND USES**

Article 18: To see if the Town will vote to rename the fund which has in the past been referred to interchangeably as the Town Conservation Fund, the Conservation Land Acquisition Fund and the Conservation and Land Acquisition Fund to the "Conservation Fund," and to confirm that this fund may be used for all purposes authorized for conservation funds under RSA 36-A.

*Recommended by the Board of Selectmen (Vote: 5-0-0)*



## **ROUTE 102 INTERSECTION STUDY**

Article 19: To see if the Town will direct the Board of Selectmen to bring to the 2015 annual meeting, an article to study alternatives and potential costs for a controlled intersection allowing access to Route 102.

*Recommended by the Board of Selectmen (Vote: 5-0-0)*

## **APPOINT CAPITAL IMPROVEMENT PROGRAM COMMITTEE**

Article 20: To see if the Town will authorize the Board of Selectmen to appoint a Capital Improvement Program Committee pursuant to RSA 674:5, which shall include at least one member of the Planning Board and may include but not be limited to other members of the Planning Board, the Budget Committee, or the Board of Selectmen, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years.

*Recommended by the Board of Selectmen (Vote: 4-0-0)*

## **ELDERLY EXEMPTIONS**

Article 21: Shall we modify the elderly exemption from property tax in the Town of Litchfield, based on assessed value for qualified taxpayers, for persons 65 years of age up to 75 years, \$50,000; for persons 76 years of age up to 80 years, \$80,000; and for persons 81 years of age or older, \$125,000. To qualify, the person must have been a New Hampshire resident for at least 3 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least 5 consecutive years. In addition, the taxpayer must have a net income in each applicable age group of not more than a dollar amount determined by the town of not more than \$30,000, or, if married, a combined net income of not more than a dollar amount determined by the town of not more than \$45,000; and own net assets not in excess of \$300,000, excluding the value of the person's residence and one automobile (the automobile of greatest value if more than one is owned). The modifications will take effect April 1, 2014.

*Recommended by the Board of Selectmen (Vote: 4-0-0)*

## **APPOINTED ROAD AGENT**

Article 22: To see if the Town will vote to discontinue the elected office of Highway Agent, and to authorize the Selectmen to appoint the Highway Agent. The current Highway Agent shall continue to hold the office until the 2015 Annual Town Meeting election, at which time, the elected office shall terminate. If adopted, the authority of the Selectmen to appoint the Highway Agent shall continue in effect until changed by a majority vote at an annual or special town meeting.

*Recommended by the Board of Selectmen (Vote: 4-1-0)*

## **BY PETITION**



Article 23: Pursuant to RSA 154:16, to see if the town shall provide a Fair, Honest and reasonable hourly wage for employees willing to risk their life, as determined by the selectmen in conjunction with the Fire Chief.

*Recommended by the Board of Selectmen (Vote: 2-1-1)*

**BY PETITION**

Article 24: To see if the Town will vote to protect the Safety and Welfare of on call fire department personnel. For approximately 13 years, the Town has provided Health and Accident insurance for on call fire department personnel who are NOT union and NOT regular part time Town Employees or otherwise under contract or of a bargaining unit.

*Recommended by the Board of Selectmen (Vote: 3-0-1)*

**BY PETITION**

Article 25: To see if the town will direct the Board of Selectmen to encourage the Fire Chief to continue to lead, teach and train the on call members of the fire department in the current arts and skill of Fire, Emergency Medicine and Rescue Operations in accordance with his contract or other written policies as the selectmen may adopt.

*Recommended by the Board of Selectmen (Vote: 3-0-1)*

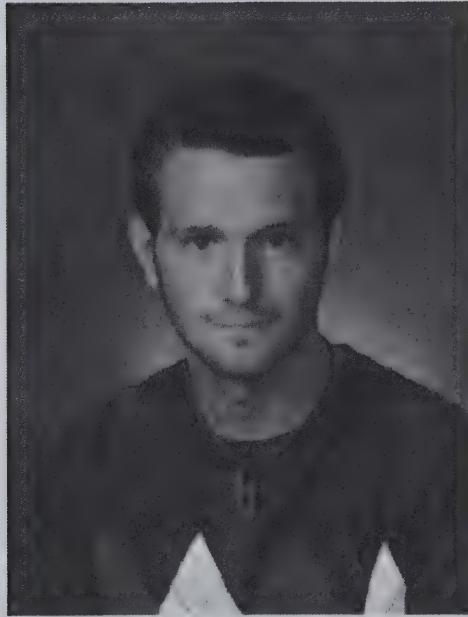
**WARRANT AS AMENDED BY FIRST SESSION OF TOWN MEETING, FEBRUARY 1, 2014**

**ANNUAL REPORT**  
**of the**  
**LITCHFIELD**  
**NEW HAMPSHIRE**  
**SCHOOL DISTRICT**



**2013**

# IN MEMORIAM



**RYAN E. DONAGHEY**  
**NOVEMBER 4, 1991—MARCH 7, 2013**

**CAMPBELL HIGH SCHOOL**  
**CLASS OF 2010**  
**LITCHFIELD SCHOOL DISTRICT**



# LITCHFIELD SCHOOL DISTRICT ANNUAL REPORT – 2013

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# **SCHOOL DISTRICT OFFICERS**

## **MODERATOR**

John G. Regan

## **CLERK**

Lynn Baddeley

## **TREASURER**

Lynn Baddeley

## **SCHOOL BOARD**

Derek Barka, Chair  
Term Expires March 2015

Patricia D'Alleva, Vice-Chair  
Term Expires March 2014

Brian Bourque  
Term Expires March 2016

Dennis Miller  
Term Expires March 2015

John York  
Term Expires March 2016

Leah Stagnone  
Ryan Perigny  
Student Representatives to the Board 2013-2014



## LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

Litchfield Board of Education

One Highlander Court

Litchfield, NH 03052

Phone: (603) 578-3570

Fax: (603) 578-1267

Equal Opportunity Employer

Derek Barka, Chair

Patricia D'Alleva, Vice Chair

Dennis Miller

John York

Brian Bourque

### 2013 ANNUAL REPORT SCHOOL BOARD CHAIR

To My Fellow Residents,

It is with great honor that I submit my first annual report as Chairman of the Litchfield School District. It has been a challenging, but successful and rewarding year. The board welcomed our newest member, Brian Bourque, in March of 2013 and welcomed many new administrators this past year: Mike Perez as Assistant Principal of CHS, Jodi Callinan as Director of Guidance at CHS, Frank Markiewicz as Business Administrator, and Tracy Micali as Director of Human Resources. All four jumped in and immediately started making positive impacts in their new roles. Welcome aboard!

A major focus of the School Board this past year has been on implementing our new curriculum framework based upon the Common Core State Standards and working hard to increase the rigor and level of education in Litchfield – especially around math, science, and technology. I would like to recognize Dr. Heon and the staff on the Math Curriculum Committee and Language Arts Curriculum Committee for all the hard work and time they put into those processes. This work will directly help all the students in the district and raise the level of education in Litchfield.

To this end, we have also approved a new program of studies and several new courses at Campbell High School as well as new math courses at Litchfield Middle School. The fifth grade team has transitioned to a model where each educator focuses on a single core subject like the other LMS teams. These changes setup the district for future success and were led by Dr. Cochrane, the administration at each school, and the respective department heads.

While changes to curriculum and courses are one way to improve education, an excellent education ultimately relies on an excellent educator leading the classroom. Unfortunately, our teachers are on their second straight year and third out of five years without an employment contract. This situation weighs heavily on the district and is something that cannot be maintained for much longer. I had the distinct pleasure of working on the district negotiation team with Dennis Miller to negotiate a fair and reasonable contract with the LEA. The contract, if passed by the voters this March, will help bring our teacher salaries back towards the average salary of surrounding and similarly sized towns and help us attract and retain excellent teachers. I hope my fellow citizens of Litchfield will strongly consider supporting our public education and vote in favor of this agreement.

In closing, I would like to thank the students, the staff, and the parents for everything they do to make our school community exceptional. I enjoy my time on the school board because of my interactions with all of you. It is watching you perform "Guys and Dolls," listening to your Student Representative updates, joining you for a cross-country race, hearing your personal stories at the



Academic Awards Banquets, and finally, handing you a diploma that makes serving on the school board worth the time and energy.

Finally, thank you to my fellow board members and our great staff for an excellent year.

Respectfully submitted,

Derek Barka  
Chairman, Litchfield School Board



## LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

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### 2013 ANNUAL REPORT SUPERINTENDENT OF SCHOOLS

Every year brings changes and challenges and this year has been no exception. With respect to changes, this year has been a busy one.

In March, Brian Bourque was elected to the School Board in the position vacated by Mary Prindle, whose three-year term was completed. Ms. Prindle's contributions to the work of the School Board have been significant, and I would like to take this opportunity to recognize her for her service to the Litchfield School District. Derek Barka was elected as Chair of the Litchfield School Board replacing Mr. York. Trish D'Alleva was elected Vice-Chair.

The tentative agreement between the teachers' association (Litchfield Education Association - LEA), and the Litchfield School Board was ratified by the LEA. The School Board then voted 5-0 in support of the agreement. The Budget Committee also supported the agreement with a unanimous 7-0 vote. Unfortunately the town vote narrowly rejected the tentative agreement. Litchfield's teachers have now been without a contract since August of 2012. The town did pass the budget warrant article of \$20,990,591 which was a 1.19% increase over the previous year.

The School Board performed a substantial review of the Campbell High School Program of Studies in the spring. Teacher-led presentations to the School Board occurred in all core subject areas plus unified arts. The Board also approved the development and implementation of a new 8<sup>th</sup> grade course at the middle school which focuses on research, writing and literacy using computer technology. A new thin-client based computer lab was created at LMS to support the course. The Board also approved a plan to "double up" in math at the Grade 7 level beginning in 2014-2015.

Some personnel changes occurred in the district in 2013. Long time Business Administrator Steve Martin left the district to help establish the SAU office for the newly-founded Pelham School District. Human Resources Director Deb Mahoney also left to accept a position in Pelham. In her case it was the position of Assistant Business Administrator for Human Resources. I would like to take this opportunity to thank both for their wonderful work on behalf of the Litchfield School District. Frank Markiewicz, former Business Administrator for SAU 44, and Tracy Micali, formerly from the Southern New Hampshire University Human Resources Office, came on board at the end of the 2012-2013 school year to fill the positions vacated by Steve and Deb. Chris Corkery, Assistant Principal at Campbell High School, left Litchfield to accept the position of Principal at John Stark Regional High School in Weare. The CHS Assistant Principal position was filled by Mike Perez, who had formerly been the Dean of Students at Dover High School. Linda Frost, CHS's Science Curriculum Facilitator, was also hired into an administrative position as Assistant Principal at Bow High School. Lisa Petry, Campbell High School's Guidance Director, also left the district and was replaced by Jodi Callinan who was already a guidance counselor at CHS. There were also a significant number of changes in personnel throughout the teaching and support staff.

During the summer, Campbell High School was identified as a “Priority School” by the New Hampshire Department of Education. An important fact in the identification was that CHS is one of only a few high schools in New Hampshire who received Federal Title I funds in 2012-2013. While the school’s academic achievement results are both above the state high school average and improving, the vast majority of high schools in the state were omitted from consideration since they do not accept Federal Title I funds. The school does remain as a member school in the Commissioner of Education’s “Circle of Excellence”.

Negotiations began late in the 2012-2013 school year with the LEA for a new teachers’ contract that would begin in the 2014-2015 school year. After many negotiation meetings and much conversation and deliberation on both negotiations teams an impasse was declared. Mediation was scheduled for December 9, 2013. As a result of the mediation process the negotiating teams from both sides agreed to a potential three-year agreement. The LEA ratification vote was scheduled for the first week of January 2014. If the LEA ratifies the proposal, a vote by the School Board will occur on January 8<sup>th</sup>, 2014.

In the fall, the School Board established a Buildings and Grounds Advisory Committee. The charge of the group is to make recommendations to the Litchfield School Board regarding their planning and building needs. Residents Kevin Cormier, Cindy Couture, Keri Douglas, Kevin Lynch, and Tim Otis serve on the committee, which began meeting in October.

The 2014-2015 budget process has all but concluded. As of the end of December we are awaiting one final meeting of the Budget Committee to finalize the proposed 2014-2015 school district budget.

I would like to thank the community for its ongoing support of the schools, and also thank the teachers and staff in the school district for their hard work and dedication.

Respectfully,

Brian Cochrane  
Superintendent of Schools





## LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court  
Litchfield, NH 03052

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### ANNUAL REPORT BUSINESS AND FINANCE

I am pleased to submit my first annual report on the business and financial operations for the Litchfield School District.

Business and Finance encompasses all elements of the business applications for the Litchfield Public Schools. This includes Accounts Payable, Budget, Child Nutritional Services, Financial Reporting, Payroll, and Purchasing. This entails financial operations, transporting pupils to and from school, including field trips and athletic events, administering the school lunch program, and operating and maintaining the district's school buildings.

Financially, the district ended fiscal year 2013 with an unassigned general fund balance of \$378,363, a decrease of \$14,131 or 3.6% from the prior fiscal year. Actual revenues exceeded budget projections by \$246,544 accounting for the majority of the unassigned fund balance. The district received \$112,587 over projected revenue from Medicaid, reimbursement for the health-related services provided to special education students who are enrolled in Medicaid and receive school based services in accordance with their individualized education plan (IEP).

Our facilities are maintained by 17 year round employees of the Buildings and Grounds team. Through their efforts and hard work, we are able to maintain safe and healthy school buildings for students, staff, and visitors. The district experienced only 10 injury claims in 2013, compared to 17 average claims by a comparable school district.

Our goal for the upcoming years is to drive the district's facilities maintenance program from reactive repair and maintenance approach to a more proactive and preventative maintenance and asset management approach. Additionally, safety and security measures and enhancements will continue to be an initiative in the upcoming year.

Child Nutritional Services and the 13 team members provide appealing, reasonably priced meals to students and staff at three locations. The Director of Food Services, Hilda Lawrence, has filed a separate report with specifics on the past school year.

I had the pleasure of honoring team members celebrating their milestone anniversary in 2013; JoEllen Bellerive for 10-years and to Hilda Lawrence for 15-years of service. I applaud and appreciate their commitment, dedication and contribution to the ongoing success of the district's mission and vision.

Finally, I want to thank the many school and community members who have provided a warm welcome and offer of support to me during my first few months here in Litchfield, I am deeply grateful.

Respectfully,

Frank Markiewicz  
Business Administrator



## LITCHFIELD SCHOOL DISTRICT

School Administrative Unit #27

One Highlander Court

Litchfield, NH 03052

### ANNUAL REPORT DEPARTMENT OF SPECIAL SERVICES

The Special Services Department encompasses the following areas: special education, 504, English language learners, homeless liaison, and home schooling. Below you will find a chart that includes the current number of students supported in these areas.

Special Services Area	# of Students
Special Education	201
504	120
English Language Learners	12
Homeless Youth	6
Home Schooled Students	28

Over the last year and a half much work has been done to bring district Special Education identification procedures and IEPs into better alignment with federal and state law. As a result of these changes, several positions were added for the 2013-2014 school year. These positions included a behavioral specialist, a special education teacher at GMS and several paraprofessionals throughout the district.

The district received the following federal grant funds for FY '14.

IDEA Allocation-\$276,617.00

IDEA Preschool Allocation-\$6,451.00

The receipt of these funds allows us the opportunity to fund the following positions:

Position	Location
Social Worker	Litchfield Middle School
Part-Time Occupational Therapist	Griffin Memorial School
Special Education Teacher (70% of position)	Litchfield Middle School
Special Education Teacher	Campbell High School
2 Part-Time Paraprofessionals	Litchfield Middle School
1 Part-Time Paraprofessional	Griffin Memorial School

Each of these positions is essential in meeting the needs of our students. We also purchased Aimsweb subscriptions for students with educational disabilities in our district. Aimsweb will provide staff with the opportunity to closely monitor student progress in the areas of math and reading. This progress monitoring tool will assist with instructional decision making for our students.

The past year has gone by so quickly and I must say I enjoy working each and every day with such dedicated staff, students and parents. I would like to thank Dr. Cochrane and the Litchfield School Board for understanding and supporting the special services student population in our district. I look forward to what the next year will bring.

Sincerely,

Devin Bandurski, M.Ed.

Director of Special Services





## **LITCHFIELD SCHOOL DISTRICT**

**School Administrative Unit #27**

One Highlander Court  
Litchfield, NH 03052

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### **2013 ANNUAL REPORT CURRICULUM AND INSTRUCTION**

This was a busy year as we worked to increase the rigor of knowledge, skills and complex thinking for all students. Curriculum revisions, professional learning, data analysis and program review all contributed to this effort.

District committees extensively revised our English/Language Arts and math curriculum frameworks, including additions that will strengthen our instructional strategies. Math instruction will continue to include a focus on automaticity of math facts, conceptual understanding and problem solving with the goal that more students will be prepared for learning Algebra 1 by grade eight. English/Language Arts instruction will continue to focus on close/analytical reading of challenging pieces of shorter and longer pieces of text. Reading selections are regularly reviewed in order to provide a balance of challenging readability and high quality content during the school year. Future work will focus on completing curriculum frameworks for school board adoption in the areas of social studies, information communication technology, family and consumer science, physical education, business education and technology education.

District professional learning activities this year included instructional strategies for math, English/Language Arts, literacy across the content areas, and technology. Additional professional learning focused on collecting and analyzing data for making decisions regarding curriculum and instruction. The Information Communication Technology Committee researched and developed an e-portfolio rubric in order to monitor students' ICT-related skills across the grades. During this school year, the rubric is used in selected grades and ICT courses with the goal of refining the rubric for broader use in the future. The district mentoring program provided mentors for 14 educators new to the district with professional learning opportunities for individuals and in group settings. Scheduled workshop days and late arrival days are essential to provide professional learning for our educators together in substantial blocks of time.

The Program Evaluation and Review Committee meets regularly throughout the year to consider proposals for reading materials, math resources, new courses, revised curriculum frameworks and other program resources. The committee also assesses current courses and programs for effectiveness. The committee is comprised of teachers, administrators and community members. Recommendations are forwarded to the school board for approval.

The state NECAP assessment will not be given for any grades during the fall of 2014. The Smarter Balanced Assessment adopted by the state replaces the former test and will be administered for the first time during the spring of 2015. The NECAP science assessment is scheduled to continue each spring for selected grade levels. These sources of data are in addition to local data and together help to inform district decisions regarding curriculum and instruction.

Respectfully submitted,

Julie S. Heon, Ed. D.  
Director of Curriculum and Instruction





## **LITCHFIELD SCHOOL DISTRICT**

**School Administrative Unit #27**

One Highlander Court

Litchfield, NH 03052

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### **2013 ANNUAL REPORT TECHNOLOGY**

The year 2013 has had many great achievements in technology for Litchfield School District. We have upgraded the district's internet connection as well as the connection to GMS and LMS from CHS. The result is a significantly faster and more reliable network and internet connection for the entire district.

During the summer of 2013, we implemented a great deal of new technology at GMS and LMS. This included two new laptop carts at GMS and LMS for use in classrooms. These carts can be brought to any teacher's classroom and used to facilitate 1-1 computing in the classroom for students. At LMS we also implemented our first thin client computing. Our existing computer lab was rebuilt using thin clients, a new lab was added and our library was expanded from five to 20 computer stations with the use of this technology. Thin client computing offers a more flexible and cost effective environment for the school district and we hope to expand the use of this technology through the district. At GMS we also installed a new desktop computer in every classroom to enhance technology access and reliability.

In addition to our Virtual Desktop Infrastructure, we made significant strides in increasing the reliability of our network at GMS through our rewiring project. The first phase of this project was started in 2011 with the implementation of a fiber optic network backbone. The second phase was completed in 2012 when we ran newer and faster network cables to 50% of the GMS classrooms. In 2013 we completed the remaining 50% of this project and have now replaced all classroom network connections. By replacing the older copper wires which provided the basis for our network, we have been able to increase the network speed and reliability for our teachers and students.

As we look forward to 2014, we are hoping to replace two computer labs at CHS with newer computers. These labs are used for intensive computing classes such as graphic design, CAD and multimedia creation. We are also hoping to add a new computer lab at GMS which will utilize thin client computing, and hope to replace the three desktop computers in each classroom with thin clients. These student computers are six-plus years old and were donated by BAE last year. We hope to put these upgrades in place in the summer of 2014 pending budgetary approval.

Finally, the school district is exploring the implementation of several technologies which would further the communications, safety and security of the school district. We are exploring implementing a Voice over IP (VoIP) phone system at both GMS and LMS. This would provide each teacher with a direct line, the ability to call 911 from their classroom and a dedicated, easy to use voice mailbox. We are also exploring the possibility of implementing electronic door controls at GMS and LMS which would enhance the buildings security and accessibility, upgrading the security cameras at CHS, and implementing new camera systems at LMS and GMS.

Respectfully submitted,

Kyle Hancock  
Director of Technology



## LITCHFIELD SCHOOL DISTRICT

### School Administrative Unit #27

One Highlander Court  
Litchfield, NH 03052

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### 2013 ANNUAL REPORT FOOD SERVICE

I am pleased to submit the annual report for the Litchfield School District Food Service Program. In my 15 years with the district, I have had the pleasure of working with a hard working food service staff, supportive administrative and SAU staff, dedicated faculty and support staff and wonderful students. Together we continue to make strides in improving and advancing the food service program throughout the years.

Lunch prices have increased by \$.25 at all the schools due in part by a federal mandate, Section 205 of the "Healthy, Hunger-Free Act of 2010" which requires that schools participating in the National School Lunch Program provide the same level of support for lunches served to paid students who are not eligible for free or reduced lunches, as they are for lunches served to students eligible for free lunch. Federal Food requirements will require us to increase lunch prices for paid students over the next several years to meet the required reimbursement rates.

The "Healthy Hunger-Free Act of 2010" also imposes stricter nutrition guidelines to help fight the obesity epidemic in the country. Meal patterns and portion sizes have changed that set standards for calories, fat, sugar, and sodium levels for different age levels. Students are required to take a serving of fruit and/or vegetable along with two other food items on the menu to count as a reimbursable meal and be charged the price of a lunch. The Litchfield School Lunch Program has already been following some of these standards for many years. We continue to encourage healthy eating in our students by limiting the fat and sugar and increasing the whole grains. Our milk is either fat free white or flavored or has 1% fat. We also serve 100% fruit juice. Water and other beverages meet nutrition guidelines. We have increased the use of whole grains by using whole wheat breads, pizza crusts and breading for chicken nuggets and patties, and using brown rice. Snacks, à la carte food, and vending machine food in the cafeteria all meet nutrition standards.

We are into our fifth year of our Special Milk Program for the kindergarten students at Griffin Memorial School. This program offers kindergarten students who are in school for half day sessions the opportunity to purchase nonfat chocolate or white milk, or 1% fat white milk for snack time at a cost of either 45 cents, or free to those who qualify. Currently there is an average of 25 students, or 43% of enrolled kindergarten students, who participate in this program.

At GMS an average of 50% of its enrolled students from grades one through four purchased a reimbursable lunch this year. Students have a choice of a hot entrée, sandwich or chef salad alternate. À la carte food items include fruit, vegetable, bottled water or 100% fruit juice daily as well as ice cream (low fat and reduced sugar) which is sold once a week.

Special thanks go to my GMS staff: Cristen Thorpe, Laura Dampolo, Pat Covey, and Lynn Richardson for all their hard work and enthusiasm in providing the students at Griffin Memorial School a healthy and delicious lunch.



At Litchfield Middle School, the lunch participation rate runs about 40% of students taking a reimbursable hot lunch. Lunch choices include a featured hot lunch meal, sandwich alternate, "Brunch for Lunch", and salad bar alternate which all include the required protein, bread, vegetable, fruit and milk component. The salad bar continues to be popular with students, faculty, and staff. Vegetable and fresh fruit consumption has increased.

Special thanks to my hard working staff at Litchfield Middle School: Debi Hayes, Cathy Snyder, and Janice Barrett. We welcome our newest addition, Kathy Shakley to the school.

Campbell High School offers a Breakfast Program with reimbursable meals subsidized by the USDA and feeds an average of 40 students daily. Reimbursable lunch offerings include 2 or 3 hot lunch entrees and pre-plated salads. Participation rate for reimbursable meals is 28% of enrollment and a much higher rate with à la carte sales. During National Nutrition Week in October there were nutrition activities throughout the week featuring popular regional foods.

Thanks go to the kitchen staff at Campbell High School for making it all happen: Janet Belhumeur, Judy Latsha, Linda Summit, Jillian Butler and Karen Martinez.

Our local and state sanitation inspection reports continue to be in compliance with required regulations that have been updated to reflect the new Food Codes. New employees will be working on certification for food safety and sanitation by completing the ServSafe Food Safety and Sanitation course and exam that is required for all school food service employees.

I would like to thank the maintenance staff for helping to keep the kitchen clean and equipment maintained. I would also like to extend my appreciation to Matt Bennett, the district's grounds keeper, for his time and efforts transporting the kitchen's empty cans and cardboard to Campbell, where Dennis Perreault and his recycling team process them. Campbell has increased their recycling efforts to include composting the kitchen's produce scraps.

Our bookkeeper, Ann Inamorati, has been doing a wonderful job. She has worked hard to make the food service accounting and Mealtime computer system more efficient. Our student lunch accounts have been well managed with her involvement. Many thanks to Ann.

Our appreciation and thanks also to the SAU staff, to Frank Markiewicz, Business Administrator and to Dr. Brian Cochrane for their continued assistance and support.

Respectfully submitted,

Hilda Lawrence  
Food Services Director



**LITCHFIELD SCHOOL ADMINISTRATIVE UNIT #27 STAFF - 2013 - 2014**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Degree</u></b>	<b><u>Salary</u></b>
Bandurski, Devin	Director Special Service	M	\$86,271.00
Cochrane, D. Brian	Superintendent	Ph. D.	\$118,500.00
Hancock, Kyle	Director Technology	M	\$68,598.00
Heon, Jule	Director Curriculum & Instruction 80%	Ed. D.	\$70,120.00
Lawrence, Hilda	Director Food Service	B	\$49,477.00
Markiewicz, Frank	Business Administrator	B	\$88,500.00
Micali, Tracy	Director Human Resources	B	\$51,084.00

**LITCHFIELD SCHOOL DISTRICT STAFF 2013 - 2014**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Degree</u></b>	<b><u>Salary</u></b>
Checkoway, Emily	Speech Pathologist	M	\$37,051.00
Deslauriers, Jill	Speech Associate	B	\$60,642.00
Hegarty Follis, Kathleen	Occupational Therapist	M	\$45,348.00
Henninghausen, Virginia	ESOL Teacher 75%	B	\$30,642.75
Mague, Danielle	Speech Pathologist	M	\$47,007.00
McGarry, Kathrine	Speech Pathologist	M	\$62,781.00
Moore, Rebecca	Occupational Therapist 40%	B	\$18,885.57
Paro, Hillary	Behavior Specialist	M	\$62,000.00
Pelland, Elin	School Social Worker	M - LICSW	\$54,080.00
Selig, Tari	School Psychologist	CAGS	\$61,992.00
Schuler, Yesenia	School Psychologist	CAGS	\$61,992.00

## **Griffin Memorial School**

229 Charles Bancroft Hwy.

Litchfield, NH 03052

Scott Thompson  
Principal

Phone (603) 424-5931

Fax (603) 424-2677

Constance Faro  
Assistant Principal

### **2013 PRICIPAL'S ANNUAL REPORT**

During 2013, some of the most significant changes at Griffin Memorial School were in the related areas of curriculum, instruction and assessment of student learning. The year also brought a fair amount of change in the staff, both through replacement of existing staff and through the creation of several new positions.

This year we welcomed a new guidance counselor, Jocelyn Robinson, and a year-long school psychologist intern, Audrey Willis. Two new positions approved for the school year were filled by Hillary Paro, behavior specialist, and Danielle Peckham, special education case manager. We welcomed nine new faces as paraprofessionals over the course of the year: Dolores Brink, Courtney Beach, Jennifer Brede, Laura Corbett, Rebecca Feely, Maryalice Franck, Kathy McCue (transferring from LMS), Elizabeth Meyer and Suzanne Smith. Beckie Moore joined our staff as an occupational therapist, and Lynn Richardson and Trish Richardson have both come to work in our cafeteria. We have hired four new cafeteria/recess monitors – Becky Barka, Lise Boucher, Lynda Briere and Andrea Bellino. While we did have a number of new staff members this year, it is more typical that our staff come and stay. We recognize teachers every year for benchmark years of service (ten, twenty, etc.). This year, we recognized two teachers for their extraordinary achievement. Margaret Parent completed forty years in the district, and Paula CullenKent completed thirty years. Both of these teachers have been part of the fourth grade teaching staff for the majority of their time here.

Curriculum work (district-wide) helps us keep current with state and national trends. By June of 2013, the district curriculum teams had largely completed their work of revising curriculum guides for reading/language arts and mathematics. Our guides, which were written with an eye toward the new Common Core Standards, were implemented gradually during the 2012-2013 school year, but more fully at the fall opening of the 2013-2014 school year. GMS was fortunate to receive new and updated editions of our EnVision math textbook at no expense, because we had participated in a pilot of the EnVision program. Those books were put into use in the 2012-2013 school year, hopefully giving our students a 'leg up' on meeting new and more rigorous standards. In addition, our teachers received training from math consultant Mahesh Sharma in the last two school years, and so are implementing some new ways to teach math, designed to improve conceptual understanding, retention of information, and automaticity in recalling basic facts.

All schools are required to assess student learning, as student learning is thought to be the ultimate measure of our success as teachers. For many years, the state of NH has used a testing program called the New England Common Assessment Program (NECAP) which they developed and implemented along with several other states - Vermont, Rhode Island and, since 2009, Maine. However, now that so many states have accepted the Common Core standards to describe what students should know and be able to do, different broad-based assessments will be used. There will be no NECAP assessments in the fall of 2014, but instead we will join with schools in many other states in administering a web-based student test called the Smarter Balanced assessment. This will be given in the spring of 2015.



Our teachers began looking at the Smarter Balanced assessment and the implications of a broad-based online assessment program last year. On March 12, during our Teacher Workshop day, our teachers spent part of the day looking at sample assessment questions for Reading/English Language Arts and Math. One thing we observed rather quickly is that students are expected to be able to apply the skills they have learned to a wide set of novel situations – this is one of the bedrock claims of our new curriculum standards. Of equal importance to us at GMS was the fact that students were expected to have strong computer skills in order to complete the tasks required of them. For example, instead of writing narrative responses by hand into a booklet (as they do for NECAP testing), students taking the Smarter Balanced assessment are asked to type narrative responses using the keyboard. They are also expected to be able to manage a digital environment to do things such as read an excerpt in one screen and simultaneously answer questions about the passage in another screen, using both multiple choice and constructed responses. The Smarter Balanced tests have onscreen tools (graphs, charts, interactive devices) and students will need to understand how to use them to succeed in showing what they have learned in the classroom.

The challenge at GMS is this: while our students do have access to three computers in each classroom, and occasional use of laptop carts, they do not have regular instruction or practice in using computer technology to write, generate new information, or solve problems. In short, they lack regular technology instruction. Knowing all of this, we put into our budget request for 2014-2015 a shared position (with LMS) that would allow GMS to offer computer class as one of our “Specials,” along with music, art, PE and library. The shared position would most likely bring computer class to third and fourth graders as a start.

Another change in assessment this year was that we undertook a pilot of Aimsweb assessments. The Aimsweb system gives us a standardized school-wide tool for benchmarking (universal screening), monitoring the progress of students who are struggling, and making better-informed instructional decisions. This is a pilot year for the implementation of this program, but all students in grades two through four took the assessments in the fall. All students in one through four will take them in the winter and spring. Another development in assessment this year is that GMS joined our district’s other two schools in becoming part of the NH Performance Assessment Network. The Network is a cohort of partner schools focused on learning about, and creating, meaningful assessments that demand greater depth of knowledge and the ability to apply skills to meaningful challenges and novel situations, very much in keeping with the new curriculum expectations. Our teachers used professional development opportunities on the October 16 and December 11 teacher workshop days to learn more about the Performance Assessment Network and the Aimsweb system. We are very grateful that these professional development days were built into the school calendar.

Enrollment is lower this year than it was last year at GMS. In particular, the younger grades are showing a shift downward. In the 2013-2014 school year, we reduced our grade one staff by one position, and we are reducing by one second grade position for 2014-2015. Even with these reductions, we will be meeting class size standards that the district has set.

Our students and staff do much to make us proud. GMS students are high achieving, as illustrated by the chart comparing their academic performance to that of all other NH students, on the fall, 2012 NECAP assessments. Grade five LMS scores are included because the October tests are tied to the previous year’s learning expectations (Grade four teaching) for accountability purposes. The shaded areas indicate subjects in which the percentage of GMS students with scores in the *Proficient with Distinction* and *Proficient* range (combined) were higher than they were for the state as a whole.



	% Proficient With Distinction	% Proficient	% Partially Proficient	% Substantially Below Proficient
<b>Grade 3 Rdg., GMS</b>	<b>20</b>	<b>65</b>	<b>9</b>	<b>5</b>
Grade 3 Rdg., NH	18	60	15	7
<b>Grade 3 Math, GMS</b>	<b>15</b>	<b>53</b>	<b>22</b>	<b>9</b>
Grade 3 Math, NH	25	49	17	9
<b>Grade 4 Rdg., GMS</b>	<b>38</b>	<b>46</b>	<b>14</b>	<b>2</b>
Grade 4 Rdg, NH	22	56	15	7
<b>Grade 4 Math, GMS</b>	<b>44</b>	<b>38</b>	<b>14</b>	<b>4</b>
Grade 4 Math, NH	30	47	15	8
<b>Grade 5 Rdg. LMS</b>	<b>27</b>	<b>56</b>	<b>14</b>	<b>3</b>
Grade 5 Rdg. NH	19	58	17	5
<b>Grade 5 Math, LMS</b>	<b>25</b>	<b>59</b>	<b>12</b>	<b>4</b>
Grade 5 Math, NH	26	48	14	12
<b>Grade 5 Writing, LMS</b>	<b>17</b>	<b>53</b>	<b>25</b>	<b>5</b>
Grade 5 Writing, NH	15	43	34	9

Our students excel in other areas besides academic testing. Especially notable to me was the level of civic awareness and involvement of our elementary students. The school calendar is built around social learning, with a different personal quality as the focus each month: Tolerance, Honesty, Courage, Cooperation, Citizenship, etc. Our students participate actively in supporting causes that are important to them. The Green Team ran recycling programs and presented an excellent assembly for Earth Day. The third grade Kindness Counts club showed their commitment by putting on a school-wide assembly in recognition of Martin Luther King Day and the important issue of civil rights. Our Student Council raised money through the sale of tee-shirts, and supported four different organizations in the spring of 2013: One Fund Boston (to support victims of the Boston Marathon bombing), the Muscular Dystrophy Association, and the American Cancer Society, and they purchased three gift cards from Hannaford for the Litchfield Food Pantry. In June, our whole school participated in a measured walk and raised money to help Relay for Life, in support of research to find a cure for cancer. This fall, our students participated with staff to present a memorable Veteran's Day ceremony for our community's veterans, and wrote hundreds of letters of appreciation to veterans who are patients at the VA Medical Center in Manchester. In December, the new student council joined with the councils from the other school to collect nearly 3000 food items for the Litchfield Food Pantry, and the contribution of all three councils was recognized by the school board on December 18.

Our students participated fully in the District Spring Arts Festival in April. The chorus and recorder ensemble performed to a packed house, and we had hundreds of our students' work on display. Our students hold up well in regional and state contests. Olivia Pilcher, a fourth grader, had her artwork chosen for the month of December in the First Annual NH Fire and Life Safety Calendar Contest. In August, Mrs. Miller, our art teacher, submits artwork to the Hudson Litchfield Rotary Club Student Art Exhibit. This past August, she submitted 46 works from GMS students. Second grader Morgan Wagner and fourth grader Adam Therrien each won Best in Show for their grade level. Each year, our chorus also participates in the Great East Festival, and they earned a gold medal in 2013.

We were particularly proud of our 2012-2013 student council when they came up with the idea of having a school wide spelling bee to challenge themselves. Preliminary bees were held in each fourth grade classroom, and then 20 top spellers competed in front of the assembled third and fourth graders on June 5. After many rounds, Chloe Cavanagh was pronounced School Champion. The new student council wants to add a math facts bee, in support of our goal of math fact mastery for all students, and we are working on a Math Olympics event for the 2013-2014 school year. These events complement our Tournament of Readers by providing academic challenges to students who want to really push themselves, challenges above and beyond the requirements of the regular curriculum.

We are very proud of our students and their accomplishments at Griffin Memorial School!

Respectfully,

Scott Thompson, Principal  
Griffin Memorial School

## Griffin Memorial School Staff 2013 - 2014

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Grade</u>	<u>Salary</u>
ADAMAKOS	KRISTIN	TEACHER KINDERGARTEN	M	\$53,644.00
ALLEN	TRACY	TEACHER - GRADE 2	B	\$54,492.00
ASHE	AMY	TEACHER - GRADE 4	M	\$56,963.00
BEACH	ERIN	TEACHER - GRADE 1	B	\$39,410.00
BENOIT	SUSAN	TEACHER - GRADE 2	B	\$54,492.00
COHEN	JULIE	TEACHER - GRADE 4	M	\$45,348.00
COTE	DORIS	TEACHER - GRADE 2	M	\$64,233.00
CULLEN KENT	PAULA	TEACHER - GRADE 4	B	\$58,510.00
DEPLOYEY	SAMANTHA	TEACHER PRE-KINDERGARTEN	B	\$48,090.00
DOUCETTE	SANDRA	TEACHER - GRADE 1	M	\$65,686.00
ELEY	ALLISON	TEACHER SPECIAL EDUCATION	B	\$53,430.00
ELLIOTT	SHAUN	TEACHER - GRADE 4	B	\$33,623.00
FARO	CONSTANCE	ASST PRINCIPAL ELEMENTARY 50%	CAGS	\$29,311.00
HAARLANDER	JESSE	TEACHER - PHYSICAL ED	B	\$36,517.00
HALE MILLER	HEIDI	TEACHER ART	M	\$62,781.00
HAYES	AMANDA	TEACHER SPECIAL EDUCATION	B	\$33,623.00
JOHNSTONE	SANDRA	TEACHER - GRADE 1	M	\$55,304.00
LABELLE	BARBARA	TEACHER MUSIC	M	\$62,781.00
LAPLANTE	ANGELA	TEACHER - GRADE 3	B	\$43,750.00
LEARY	STACEY	TEACHER - GRADE 4	M	\$53,644.00
LEVESQUE	CAROL	TEACHER - GRADE 3	M	\$61,781.00
LLEWELLYN QUIMBY	SARAH	TEACHER - GRADE 3	B	\$45,436.00
MCGOWAN	SUSAN	TEACHER - GRADE 2	M	\$64,686.00
MICHALEWICZ	INGA	TEACHER - GRADE 2	M	\$61,781.00
PATTEN	KRISTEN	TEACHER - GRADE 3	M	\$47,007.00
PECKHAM	DANIELLE	TEACHER SPECIAL EDUCATION	M	\$41,041.00
PREVEL-TURMEL	MELINA	LIBRARIAN	M	\$64,686.00
ROBINSON	JOCELYN	GUIDANCE COUNSELOR	M	\$62,166.87
SAWICKI	MARGARET	TEACHER SPECIAL EDUCATION	B	\$46,644.00
SAXTON	MARY	TEACHER SPECIAL EDUCATION	M	\$62,781.00
SEABROOK	SUSAN	NURSE	B/RN	\$56,376.00
SIBONA	JESSICA	TEACHER - GRADE 3	B	\$49,939.00
SWEETSER	TINA	TEACHER KINDERGARTEN	M	\$47,007.00
TATE	CHRISTINE	READING SPECIALIST	M	\$61,482.00
THOMPSON	SCOTT	PRINCIPAL ELEMENTARY	CAGS	\$89,860.00
WEBSTER	LISA	TEACHER - GRADE 1	M	\$42,029.00



**Litchfield Middle School**  
19 McElwain Drive  
Litchfield, New Hampshire 03052-2328

**Thomas Lecklider**  
Principal

Telephone 424-2133 · Fax 424-1296

**Kerry Finnegan**  
Assistant Principal

**2013 PRINCIPALS ANNUAL REPORT**

Litchfield Middle School has much to be proud of. I feel fortunate to work in a community that supports and values education. Each day our students are challenged to “Do Your BEST”, which captures the essence of our core values as a school. Our “BEST” acronym reminds students to “Believe In Yourself, Extend A Helping Hand, Show Respect and Take Responsibility”. In many ways, we exemplified these values as a school community this year. Additionally, in our three school goals, we focus on the areas of achievement, climate and community. In this report I will highlight our accomplishments in each of these areas.

Maureen Tracey, grade five case manager, joined our team this year and has quickly fit right into the LMS community. She brings a diverse range of experiences in the field of special education. Also, we welcome Joanne Ahlberg, grade seven paraprofessional. Joanne has enjoyed her first several months working with our students. Berit Keane, grade eight paraprofessional, is a familiar face to Litchfield as she transferred from GMS this summer. Christine Israel and Anastasia Lopez have joined our staff as Title I math tutors.

We also had a few staff change roles within the building this year. We consolidated our three seventh and eighth grade instructional teams to two grade level teams. With the restructuring, a few of our teachers switched assignments and now make up the seventh grade team. These teachers consist of Amy Berube, who formerly taught science and now teaches reading, Jessica Girvin, who formerly taught seventh/eighth grade science and now teaches grade seven science, and Kim Nolan, who formerly taught eighth grade language arts and now teaches grade seven language arts. In the eighth grade, teachers who were instructing seventh and eighth graders are now specifically responsible for one grade level. These teachers consist of Elizabeth Dodd, grade eight science, Jessica Guerrette, grade eight language arts, and Cathy McPhec, grade eight social studies.

After examining our master schedule and curriculum delivery at each grade level over the past year, we made revisions to the structures of our master schedule and teaming. Our fifth grade team made a transition from self-contained classrooms where each teacher instructed students in the five content areas (reading, language arts, math, science, and social studies), to a content-specific instructional team model as we have in place for grades six through eight. The adjustment to this new model has far surpassed our expectations. Students quickly made the adaptation to a schedule where they travel to a new classroom for each content area. Our instructional teaching team consisting of Karen Lefoley, Holly Love, Heather Stein, Teresa Tarr, Maureen Tracey and Beth Zingales, spent last spring and summer planning for the fall implementation and could not be happier with the results. The main purpose of this restructuring was to support teachers to focus on increasing the depth to the level of instruction in each content area.

As part of the fifth grade restructuring, Mrs. Waggoner teaches a class to fifth graders in the Library/Media Center (LMC). We installed 20 thin client desktop computers to the LMC this past summer to support this class which has an emphasis on technology skills such as keyboarding and internet navigation. The new resources in the LMC have provided opportunities for students and classes to conduct research and apply their technology skills. Additionally, a new mobile computer lab has been a welcome addition to our instructional resources. Teachers have been using the laptops especially for research, presentations, and facilitation of the writing process.

With the focus of the Common Core and revised curriculums on College and Career readiness and 21<sup>st</sup> century skills, we developed a new class for our eighth grade students, Literacy with Technology. The emphasis of the class is on writing, research, and technology application skills. The class is set in a new computer lab with thin client desktop computers. Supporting the development and application of literacy skills in a classroom environment where technology skills are integrated is the ideal blend of two critical life skills. Jody Corbett, formerly seventh grade language arts, is the teacher.

Of the many accomplishments at the Litchfield Middle School this past year, one that we are most proud of is in the area of student achievement. On both of our standardized assessments (NECAP and NWEA), we scored above both the State and National norms in reading and math. This fall, the district added a new tool to our assessment programming, AIMSweb, for purposes of improving student achievement, differentiating instruction, and progress monitoring student growth in math and reading. We have been quite pleased with our results on this assessment. Additionally, due to the specificity of the results, we have been able to pinpoint on those areas where we need to focus our attention with students. Students are assessed in reading fluency and comprehension and also in the area of math in computation and application skills.

Our school was chosen to take the National Assessment of Educational Progress (NAEP). In February, 60 of our eighth grade students were randomly selected for this national standardized assessment. The NAEP is the largest nationally represented and continued assessment of what America's students know and can do in various subject areas. Assessments are conducted periodically in mathematics, reading, science, writing, the arts, civics, economics, geography, and U.S. history.

New Hampshire continues to work toward the transition and implementation of the Common Core State Standards (CCSS). Our District completed the work to align curriculum documents to the CCSS in English/Language Arts and math. This fall we are implementing the revised curriculums. Our teachers have received professional development to this end. Mahesh Sharma, math consultant, provided training to our math teachers with instructional strategies in the areas of number sense, automaticity, and curriculum scope/pace through last spring. Additionally, Fred Wolff provided training in the area of writing to LMS teachers in two separate workshops last spring. This year, we are in the midst of a staff read with the book "Core Six" which will help teachers equip students to respond to the demands of the revised standards.

In Grades six through eight, we are piloting Glencoe Math Resources through the 2013-2014 year. As part of the textbook pilot, we have implemented an online component that is proving to be quite helpful for students. With the revised math standards and curriculum, comes a renewed emphasis on the depth of student math understanding and application focused on problem solving, where students are required to think critically and transfer prior knowledge of concepts and skills.



For the past year, LMS has been involved in the New Hampshire Quality Performance Assessment network. The first cohort for this network focused on secondary schools. This year, we have joined the elementary/middle school cohort. Audra McCollem, grade seven social studies teacher, has been involved in both networks and has been implementing the work in her classroom with success. This year, our team consists of Holly Love, Kathy Sidilau, Jessica Girvin and Lisa Lasocki, in addition to Audra. The purpose of our work centers on creating assessments for students that require a high level of critical thinking, transfer of skills, and application of knowledge. As the state implements a new system for school accountability, they are including Performance Assessments as a major point of emphasis.

In an effort to further promote reading and literacy, our sixth graders continued the Reading Buddies Program with Griffin Memorial School. Throughout the year, groups of our students team up with first graders and share books with them. We were overwhelmed at the positive feedback from the elementary students. The program recently kicked off this fall for its third year. LMS also continues to partner with the Aaron Cutler Memorial Library to support a book club for adolescents "Page Turners". I would like to thank Carrie-Ann Pace for her efforts in sustaining this valuable club.

Our summer programs, Extended School Year and Title I reading and math, provided programming for roughly 35 students. I am thankful for Directors Ed Lettich and Martha Thayer for each of these programs and for their excellent work with our students. The students involved in the program made noteworthy progress.

The attention of our Positive Behavior Interventions and Support (PBIS) team continued to focus on promoting positive student interactions at LMS. The state passed a new Anti-Bullying law late in 2010 then revised it in 2011. Fortunately, our school has been well ahead of the curve on working with students on these sensitive topics over the years.

Over the past few years, students in our school completed a book study on the topic of respectful student interactions and bullying. Through these book studies, rich discussion ensued. The primary book that our study focused was The Revealers and True Shoes by Doug Wilhelm. As I write this report, we are planning for a return visit from national speaker John Halligan at the end of January. He visited Litchfield four years ago and had a positive impact on our students. We are looking forward to hearing Mr. Halligan's powerful personal experiences with the effects of bullying on his family.

Recently Victoria Arlen visited our school and presented to our student body. Victoria is a para-Olympic swimmer from Hampstead and Exeter who has overcome adversity in her life and ultimately won a gold medal along with other medals in London in 2012. A well-received message to our students lined up with our core value "Believe in Yourself".

We feel that it is critical for our students to make a positive connection to school outside of the classroom. To this end, we offer an extensive co-curricular program including music, sports, and clubs. This year, we achieved at a high level and attendance was excellent in these programs.

We have been making a concerted effort to increase our academic-based co-curricular opportunities for students. Four Campbell High School students, Trevor Rizzo, Max Rothaker, Marcus Rothaker, and Harrison Hidalgo, helped facilitate our Lego Robotics Team this year,



alongside volunteer coach Patricia Waggoner. The team participated in the regional competition at Merrimack High School in November and received a teamwork award.

For the first time ever, LMS assembled a MathCounts Team. Under the leadership of Susan Carlson, the team competed in the State Tournament at McKelvie Middle School in Bedford in February. Congratulations to Ryan Blow, Ryan Davis, Robert Braccio, Jessica Grant, and Griffin St. Onge on their success over the course of the season. Each of these students qualified for the team after a preliminary round involving 16 students. The team is preparing for a return to the tournament this winter under the leadership of our volunteer coach Mr. Blow.

Our Drama Club, under the advisor leadership of Melissa Masson and volunteer Nick Masson, recently performed their first production of the year, "Dorothy in Wonderland". The performance took place at the CHS auditorium in December. Last spring, under advisor Jody Corbett, they performed "Don't Say MacBeth". We have seen a steady level of participation with over 30 students involved in the club.

LMS held a school-wide Spelling Bee for the first time in many years. The first round was held in language arts classes followed by the final round in the cafeteria. I would like to recognize Kim Nolan for her work in organizing the Bee. Congratulations to our school champion Katrina Bergeon. Our school-wide Geography Bee was quite competitive this year. Kathy Sidilau, again, did a wonderful job of coordinating the program. Congratulations to our champion, Jack Munnelly.

We are proud of our two 2013 New Hampshire Middle School Scholar Leaders Hannah Cote and Harrison Vedrani. They were honored at a special ceremony in Manchester at the Center of New Hampshire last May. Additionally, they each chose a teacher who had a significant impact on their learning at LMS. This recognition went to Mrs. Kathy Sidilau and Mrs. Jessica Guerrette.

The LMS Student Council is always a positive presence in our school. Kathy Sidilau and Cheryl Irving advised the Council again this year. Each quarter, they sponsor a "Class Acts" or "Doing Your Best" breakfast where students are recognized for exhibiting the positive qualities that are outlined in our core values (Believe in Yourself, Extend a Helping Hand, Show Respect, and Take Responsibility). This year we awarded over 100 students with this honor. Our Council also sponsored a number of pep rallies and fundraising events. This past fall they sponsored a Rock, Scissors, Paper Tournament which culminated in the final competition at a pep rally before Thanksgiving break. Late this past fall, we participated in the district food drive sponsored by our student council. Our school donated in excess of 600 items to the Litchfield Food Pantry.

In an effort to increase participation in Student Council, we held school-wide elections again this fall. Congratulations to Sara Keane on her election as president. In addition, we have Student Council representatives for each homeroom along with students holding positions as secretary and vice-president.

Our athletic programs had another phenomenal year with every team making the playoffs and bringing home two championships. For the second consecutive season, our volleyball team won the Tri-County Championship under Coach Elizabeth Dodd. The winter season saw our Boys' Basketball team advance to the championship game coming up just short. Last spring, for the seventh consecutive season, our softball team won the Tri-County Championship under Coach Brian DeCinto after an undefeated, 11-0, season. Our baseball team fell just short of a

championship after a 10-1 season. We continue to see high numbers of students trying out for our sports teams. This fall alone, 190 students were involved in tryouts. Our cross country team under the leadership of Coach Tarr and Coach Henriquez had a successful season and numbers reached an all-time high with almost one third of the school (145 students) involved.

Our Band and Chorus Programs continue to thrive. We had three students qualify for, and participate in, the New Hampshire Honors Band. These students are Brianna Perry, Seth Bonvouloir, and Madison Taylor. At the Great East Festival in June, both our Band and Chorus were awarded gold medals. Both groups scored an "A" at Large Group Festival. Additionally, the Band scored "A's" on sight reading from all three judges. The Band and Chorus hosted a tremendously successful "Music & Macaroni" family night in February, where over 125 people enjoyed an evening of food and student musical performances. In May, our Music Department hosted the South Central District Middle School Music Festival at Campbell High School. Carolyn Leite invested many hours into the coordination of this event which culminated in a concert at the auditorium.

We are proud of the partnership we have with our school community. Our Math Department hosted their third annual Family Math Night in February, which included fun math activities for students and parents. They continued to see a nice turnout with close to 65 parents and students attending. A special thanks to Cheryl Irving, Faye O'Brien, Cheryl Berhane, Susan Carlson, and Tracy Moulaison for their work in coordinating the event. Our Family Reading Night in March was a fantastic event for our school community. Martha Thayer and Patty Waggoner facilitated literacy-based activities for students and their families. We also opened the book fair up to the community for the evening.

Our PTO continues to support our middle school programs in countless ways including their work on such events as Opening Day, enrichment assemblies, and fifth grade activities. This past fall, at the Center of New Hampshire in Manchester, our PTO received the Blue Ribbon Award for their excellence. It is an honor to work with Co-Presidents Ruth Christino and Carrie-Anne Pace for another year. I am proud of the fantastic partnership we have with the PTO and their dedication to LMS.

Our eighth grade Washington DC trip was another valuable experience for our students. Our largest fundraiser for the trip is Krispy Kreme Donuts. Last spring, our eighth graders sold over 1000 dozen donuts. I would like to extend a special thanks to Mr. Soraghan, Mr. Jutras, and Mr. Kohm for picking up the donuts in Connecticut very early in the morning.

Project Safeguard, a seventh grade program involving a day of workshops and presentations focusing on issues that concern adolescents and their families, was held at St. Anselm's College in May. Over 135 students attended, many with their parents. I would like to thank Assistant Principal Kerry Finnegan and the many parents, community members, and staff members who were again instrumental in helping organize this meaningful event.

With the ongoing paperless initiatives in our District, our office staff has been required to approach their work in new and different ways. Leslie Pearce and Andrea Hamilton continue to play a critical role in making these important transitions happen.

We had two staff members honored with awards this year. Congratulations to Carolyn Leite for her recognition from the Hudson VFW as she received their annual Loyalty Award, and Lisa



Lasocki was recognized by the Boys/Girls Club for their "Outstanding Educator" Award. We are very proud of these well-deserved awards to our staff members.

We made some important improvements to our facility over the past year. We had our fire panel replaced giving us an upgraded system with updated safety features. Also, the flooring was replaced (carpet to tile) in the cafeteria-entrance corridor and the roof on our portable classrooms was replaced last summer. With the restructuring of some of our programs, many classrooms changed purposes over the summer and, with that, many furniture items were moved and walls painted. Tony Kobelenz and our custodial crew have worked tirelessly to keep the building and grounds in great shape.

Finally, I would like to thank you, Dr. Cochrane, along with your staff, Business Administrator Frank Markiewicz, Curriculum Director Julie Heon, and Special Education Coordinator Devin Bandurski for the support and assistance you have offered our school.

Respectfully Submitted,

Thomas Lecklider



## Litchfield Middle School Staff 2013 - 2014

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Grade</u>	<u>Salary</u>
BERHANE	CHERYL	TEACHER - GR 8 MATH	M	\$58,371.00
BERUBE	AMY	TEACHER - GR 7 READING	B	\$48,090.00
CARR	MAUREEN	NURSE	B/RN	\$55,376.00
CORBEIL	ROBIN	TEACHER COMPUTERS	B	\$51,456.00
CORBETT	JODY	TEACHER - GR 8 READING	M	\$52,965.00
CUMMINGS	MARY	GUIDANCE COUNSELOR	M	\$59,779.00
DODD	ELIZABETH	TEACHER - GR 8 SCIENCE	M	\$40,370.00
DWYER	HEATHER	TEACHER - GR6 ENGLISH	M	\$56,963.00
ELLIS	LYNNE	GUIDANCE COUNSELOR	M	\$61,733.00
FINNEGAN	KERRY	ASST PRINCIPAL MIDDLE SCH	CAGS	\$73,757.00
GARABEDIAN	KATHLEEN	TEACHER ART	M	\$61,733.00
GILMORE	DAVID	TEACHER - PHYSICAL ED	B	\$37,963.00
GIRVIN	JESSICA	TEACHER - GR 7 SCIENCE	B	\$37,963.00
GUERRETTE	JESSICA	TEACHER - GR 8 ENGLISH	M	\$58,622.00
HENRIQUEZ	JEANNE	TEACHER SPECIAL EDUCATION	M	\$53,644.00
HOELZEL	STEPHANIE	TEACHER SPECIAL EDUCATION	B	\$48,090.00
IRVING	CHERYL	TEACHER - GR 6 MATH	B	\$56,376.00
LANGTON	DEBRA	TEACHER - GR 6 SCIENCE	B	\$55,376.00
LASOCKI	LISA	TEACHER FACS	M	\$60,281.00
LECKLIDER	THOMAS	PRINCIPAL MIDDLE SCHOOL	M	\$96,859.00
LEFOLEY	KAREN	TEACHER - GRADE 5	M	\$61,781.00
LEITE	CAROLYN	TEACHER MUSIC	B	\$56,376.00
LETTICH	EDWARD	TEACHER SPECIAL EDUCATION	M	\$42,029.00
LOVE	HOLLY	TEACHER - GRADE 5	M	\$62,781.00
MARTIN	KAREN	TEACHER TECH EDUCATION	M	\$60,281.00
MCCOLLEM	AUDRA	TEACHER - GR 7 SOCIAL STD	M	\$58,075.00
MCPHEE	CATHERINE	TEACHER - GR 8 SOCIAL STD	B	\$58,510.00
MEDEIROS	MARY	TEACHER - GR6 READING	M	\$61,482.00
MELTZER	LINDA	READING SPECIALIST 50%	M	\$31,593.00
NOLAN	KIM	TEACHER - GR 7 ENGLISH	M	\$61,781.00
NUTE	ELIZABETH	TEACHER SPANISH	B	\$36,517.00
O'BLINIS	FAYE	TEACHER - GR 7 MATH	M	\$51,262.00
ROONEY	CHRISTINE	TEACHER HEALTH	M	\$54,668.00
SIDILAU	KATHLEEN	TEACHER - GR 6 SOCIAL STD	B	\$56,376.00
STEIN	HEATHER	TEACHER - GRADE 5	B	\$35,070.00
TARR	TERESA	TEACHER - GRADE 5	B	\$56,376.00
THAYER	MARTHA	READING SPECIALIST	M	\$63,233.00
TRACEY	MAUREEN	TEACHER SPECIAL EDUCATION	B	\$40,671.00
WAGGONER	PATRICIA	LIBRARIAN	M	\$38,194.00
ZINGALES	ELIZABETH	TEACHER - GRADE 5	M	\$62,781.00

## Campbell High School



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*Campbell High School's mission is to join together with parents, students, staff and community to become a collaboration of learners born of character, courage, respect and responsibility.*

### 2013 PRINCIPAL'S ANNUAL REPORT

I am pleased to present this report to the community on the great opportunities and events happening at Campbell High School.

Campbell High School is fully accredited by the **New England Association of Schools and Colleges (NEASC)**. The accreditation process is based on a ten year cycle. In our case, the cycle started in 2007, the year the NEASC Visiting Team came to inspect us and the school was awarded Initial Accreditation. 2013 was year six in the cycle. Teachers Erin Brown and Heidi Paris are serving as committee chairs doing the ground work for our next NEASC accreditation process. Our next self-study goals are to begin the foundation work for the re-accreditation visit in 2017. CHS did very well in our NH Performance Indicator report. We had perfect scores in NECAP attendance, graduation rates, and drop-out rates.

Campbell High School continues to partner with **New England Secondary School Consortium**, a group linked with our accreditation agency, NEASC. The goals of the consortium are that by 2016, the Consortium schools will: increase four year on-time graduation rates across the five states to ninety percent or higher, decrease annual drop-out rates to less than one percent, increase the percentage of students enrolling in two-year and four-year college degree programs or pursuing accredited postsecondary credentials to eighty percent, reduce the number of students required to take remedial courses during their first year of college to five percent or less, and engage postsecondary institutions, organizations, and colleagues in a collaborative effort to ensure that more students enroll in and complete postsecondary education. The League of Innovative Schools has joined with The Bill and Melinda Gates Foundation to focus on improving student achievement and increasing innovative strategies.

On Friday June 14th, 117 students graduated as the **Class of 2013**. An additional senior received a diploma in August. The Campbell High School graduation ceremony was impressive. Valedictorian Amanda Doucette, Salutatorian Christina Lepore and Class President Josh Flynn chose "I Believe" as their common class theme in their speeches. The Class of 2013 honored fellow class member Zach Tilbe, who passed away during his senior year, by presenting his diploma to his family during graduation. Of the Class of 2013, 83% will be attending a two or four-year college, 9% have or will be entering the military, and 5% have gone on to career education. Additionally, 48% of the graduates were New Hampshire Scholars. On the Senior Exit Survey, 67.2% of graduates rated the counseling department as "excellent" in college planning and prepping for life after high school. Another 25.9%



NEW ENGLAND  
ASSOCIATION  
OF SCHOOLS  
AND COLLEGES  
ACCREDITED MEMBER



rated the counseling department as “good”. The members of The Class of 2013 commented on the survey about the high quality of their education and their respect for their teachers.

### **Campbell High School students continue to garner special recognition in the school’s three A’s of Academics, Arts, and Athletics.**

Currently, 57.1% of the Class of 2014 has applied to college. Twenty-six of those seniors have already received acceptance letters. Accepting colleges include: Penn State, University of South Carolina, Seton Hall, Wentworth, Northeastern University, University of Tampa, SNHU, UNH, Keene State, Rivier University, University of New England, Eastern KY University, William Woods University, University of New Haven, Fisher College, University of Vermont, Eckerd, Western New England, Newbury College, and Colby Sawyer.

Three CHS students are semi-finalists in the National Merit Scholarship Program due to their high PSAT scores, taken during their junior year. Those students are Aaron Bonneau, Adorjan Fekete and Leah Stagnone.

CHS had three students attend the St. Paul’s Advanced Studies program during the summer of 2013. Attending were Rebecca Landrau, Jacob Parzych and Matt Woods.

Sophomore David Allen has been selected as our HOBY (Hugh O'Brian Youth Leadership) representative for the May 2014 three-day seminar. Since 1958, HOBY has provided lifelong leadership development opportunities empowering individuals to achieve their highest potential.

At the annual state-wide Youth and Government program held at the State House in Concord in May, Justin Prindle was elected Governor.

Leah Stagnone has been selected for the U.S. Presidential Scholars Program to represent the State of New Hampshire for a week in July, with students from every state in the U.S. The selection process is rigorous, and Leah is the first student from Campbell to receive this honor. In addition to an all-expenses paid trip to Washington DC to participate in the program, Leah will also receive a \$5,000 scholarship. Leah also received a perfect score on the writing portion of the SAT this past fall.

Sixty-four students are taking **dual enrollment courses** at CHS through Southern New Hampshire University in five courses of study. Fifty-two of our students are taking Running Start courses for college credit in three courses of study at Nashua Community College.

Charles (CJ) Chretien, our physics teacher, moved Trebuchet Day to November this year. With an impressive array of trebuchets they launched water balloons at the target. Physics students enjoyed the fun and competition of planning, making and using these machines while learning about trajectory and vectors. Mole Day brought about excitement and strange events in Chemistry. Dick Sauchuk introduced the mole dance, pin the tail on the mole, and eating “dirt pie”. Students enjoyed these activities as they learned the importance of the mole.

Our commitment to the visual and performing arts continues to afford our students opportunities to be successful on many levels. Paula Barry and Denise Freeman facilitated the process of the Scholastic Art Awards of New Hampshire. Many of Campbell High Art Students were successful in the statewide program. The exhibit was located at Stockbridge Theater, Pinkerton Academy in Derry, and was open to the public. Samantha Monoxelos received a Gold Key in Drawing, Kaitlin Gannon a Silver Key in Painting, Amber Galperin a Silver Key in Drawing, Rachel Maurais a Silver Key in Black and White Photography, Emily Thorpe a Silver Key in Painting, Emily Hagenow a Silver Key in Design, Chris Wynkoop a Silver Key in Sculpture, and Noah Repole and Molly Connor received Honorable Mentions



in Design. Over fifty student works were exhibited at the Palette and Pancake exhibit in August during Old Home Days. Senior Kaitlyn Gannon was awarded the “Best in Show” in the high school division. Campbell High has won the “Best in Show” each year of this event! Art students worked on community projects consisting of the restoration process of a “historic grange curtain”. Students had the opportunity to work with a professional team of historian and archival artists. Mr. Mower, Mrs. Barry and Mrs. Freeman were instrumental in the collaborative work in the community.

Performing arts continues to thrive at Campbell High School. In spring 2013, music department students performed in-district concerts and a multi-media spring concert. Both the instrumental and choral ensembles received excellent ratings. The ensembles performed at the Litchfield Memorial Day events as well. Many choral and band students took part in an educational trip to New Orleans as well as musical clinics with faculty from the Loyola University. In the spring of 2013 the musical production was *Once Upon a Mattress*. In fall 2013, the musical production *Guys and Dolls* provided a fun and enriching musical experience to many of our students who were involved onstage, backstage, in the “pit”, building sets, designing posters, and more. The music department, including the band, jazz ensemble and choral, also put on a winter concert featuring a repertoire of classics, as well as uplifting holiday material. Tri-M music honor society is flourishing as well, with greater student involvement than ever before. With all this achievement, the music department continues to highlight student successes with Cougar Musician and Music Student of the Month honorees. Honored in All State Music was - Gabe Dejardins (Bassoon, 2<sup>nd</sup> acceptance), and Kylie Elliott (Flute). Campbell Chorus and NH All Star Singers performed in December with Kenny Rogers at the Capital Center for the Arts.

In **Interscholastic Athletics**, 2013 proved to be another successful one for Cougar athletes on and off the field of play. The traditions of excellence and sportsmanship continue.

Boys Varsity Basketball was runner-up in the Division III State Tournament losing in the finals to Conant. The team was led by first year head coach, John Langlois. Max Gouveia made First Team All-State. Jacob Morgan made the Honorable Mention Team.

The Girls Varsity Basketball Team finished with a winning season. Sophomore Hannah Neild made Second Team All-State and six players made the N.H. All-Academic Team.

The Varsity Wrestling Team finished with a 12-4 record under the direction of Coach Gannon and finished fifth in the State Tournament. Ben Billings placed second in his weight class while Connor Perry took third.

Other winter athletic events include our joint venture with Pembroke Academy in ice hockey. Thanks to Londonderry High School for allowing Campbell athletes to participate in gymnastics and swimming.

The Girls Varsity Softball Team won the Division III State Championship under the direction of Hall of Fame coach, Joe Raycraft. The team finished with an 18-1 record and two First Team All-State performers. Junior Brittany McNulla was selected and has signed an athletic scholarship to the University of Virginia. Senior Chelsea Caynon made the elite team as well and signed at Seton Hall.

The Varsity Baseball Team had another solid season finishing 13-5 for the year before getting eliminated in the playoffs. Post season honors went to Christian Bourgea and Connor Sahlin for being named First Team All-State. Cade Lacroix and Cody Caron made the Second Team. Jackson Musco made Honorable Mention and is now playing baseball at Castleton College.

The Varsity Track Team continues to be successful under the direction of Coach Kevin Hodge. The boys and girls teams both finished in the top 20% of the division. Twenty-seven athletes qualified for the state meet and four new school records were set. Sean Munnely won the State Championship in the

800 Meter event with a new school record time of 1:54.43. Brendan O'Brien placed third in the Pole Vault. The girls 4 x 100 Meter Relay Team set a new school record and won the State Championship with a time of 51.88.

Bass Fishing was introduced in the spring as an exhibition sport. Later in the year we participated in the first State Tournament.

Girls Soccer Team, coached by Bob Gannon, finished 13-5-1. Sydney Crema was the most decorated player as she was named First Team All-State, Nashua Telegraph All-Star and a Lions Cup selection. The following players made the Honorable Mention list: Hannah Neild, Nicole Golden, Savannah Cavanaugh, and Olivia Crema. Six players were recognized for academic achievement by being selected to the All-Scholastic Team.

The Boys Soccer Team under the direction of Steve Levine demonstrated perseverance. Junior Jon Donaghey was named Honorable Mention All-State and senior Ben Billings was named the NHIAA Student-Athlete of the Month. Over \$3,500 was raised by the team for the Jimmy Fund and donated to cancer research.

The Varsity Golf Team, under the direction of first year coach Jeff O'Donnell, did an outstanding job with posting a 17-5 record.

Volleyball coach Colin Walker led his team to another fine season finishing 14-2 before being eliminated in the quarter final. Players receiving individual accolades were Brianna Hardy and Alex Trevans. Both athletes were selected for the Senior All-Star Game, and Briana made the All-State Team as well.

The Cross Country Team continues to improve under the direction of Kelly Fraser, finishing 13<sup>th</sup> out of 35 teams. He fielded the largest team in school history with 51 participants. Sophomore Sean Munnelly set a new CHS course record and finished 15<sup>th</sup> at the prestigious Meet of Champions.

Varsity Football had a good year under first year head coach Greg Gush, finishing the season with a 5-3 record playing a tougher schedule than in previous seasons. Four players made the All-State Team. Christian McKenna, Connor Perry, and Trevor Duquette made the First Team, while Jacob Parzych made the Second Team. Jacob has a 4.28 GPA and has received a nomination to the Air Force Academy.

In New Hampshire Interscholastic Athletic Association (NHIAA) competition, 75% of our students participated on one of our athletic teams. In the spring of 2014, Campbell High School will be adding to the self-funded programs Boy's and Girl's Lacrosse. Twelve student athletes were recognized as scholar athletes at the state level at the NHIAA. Megan and Molly Connor were selected to sing the National Anthem for the state recognition ceremony in Concord.

The Campbell High School Athletic Dept. continues to support Special Olympics through our efforts with the Penguin Plunge. In 2013 Campbell High School received recognition for raising the most money in the small school division. Caitlyn Heaton, Co-President of the state-wide Special Olympics Youth Activation Committee, continues her efforts with Special Olympics and the "End the R Word" campaign.

**FIRST Team Robotics** is on track for another successful season thanks to generous support from the school board and the community at large, as well as grant funding and private donations. We are excited to support Team "Potential Energy". FIRST (For Inspiration and Recognition of Science and



Technology) competed at the Verizon Center and at regionals. We deeply appreciate all of the parents who volunteer many, many hours to this program.

**Student achievement at Campbell remains job number one.** We have identified a number of indicators of success. The New England Comprehensive Assessment Program (NECAP) state test scores in combined proficient and proficient with distinction categories increased in all areas. Increases of proficient or proficient with distinction resulted in 86% in reading, 34% in math, 45% in writing and 41% in science. The NECAP science scores continue to exceed the state average. We want to see similar success in the other portions of the NECAP. Reading is up by 23% over the past three years in part, we believe, because of interventions including Freshman Seminar and tutoring. We hope to make improvements in SAT math and writing. Our SAT scores continue to show improvement. In “Critical Reading” CHS exceeds the national average. Campbell has made significant gains in the last five years, with an 18 point positive change compared to the state’s two point positive change in the same time frame. We are closing the gap!

Our **New Hampshire Scholars** initiative continues to expand. The program seeks to encourage all students to take a rigorous core curriculum over the four years spent in high school, and brings business leaders into the school to encourage students to acquire the skills and knowledge that will help them in college and careers. Sixty-one seniors completed the program to graduate with a New Hampshire Scholars designation on their diploma and transcript.

Our overall course failure rate has dropped to six percent for the school from a high of nine percent. In order to support the school district’s goal # 1 of increasing achievement for all students, CHS is using standards-based grading practices that are helping more students be successful. Our teachers are working in Professional Learning Communities (PLC) to improve assessment practices in all classrooms. The graduation rate for the Class of 2013 is steady at 98% and the percentage of students accepted to four and two-year colleges continues to be in the 80-85% range. Our goal is to see even more students pursue higher education. Advanced Placement scores showed that 69% of our students who took exams resulted in a score of three or higher on the exam. This is an increase of 25% over last year’s results (44%).

Our school continued its work with UNH Institute of Disabilities on meeting the needs of our most at-risk students. Over the course of the past year, the APEX Universal Team consistently continued to assess the status of universal features (systems, data, and practices) and make the changes necessary to current procedures and protocol. Our focus has been on aligning the interventions to student needs by using data. The University of New Hampshire presented Campbell High School with the 2013 APEX award “In recognition of implementing PBIS in your school through the Achievement in Dropout Prevention and Excellence III (APEX III)”. The Child Assistance Team (ChAT) meets once a week in order to create success plans for all students, and makes recommendations to support struggling students. Alternative programs include Londonderry Night School, Nashua Adult Education, summer school and/or the GED program under the guidance of Bill Hicks. Campbell had five students graduate from Londonderry in June of 2013, and one student graduate from the GED program. With these interventions, these students have been able to graduate from high school. We continue to strive for a 100 % graduation rate at Campbell High School.

Campbell High School was involved in **Red Ribbon Week**, which was chaired by Linnea Manley. This prevention education event had a host of activities including the organization of the students and staff forming a red ribbon on the athletic field. The Mock Accident simulation, chaired by our SRO Mike Corl, took place on June 7, 2013. The focus was on alerting students to the dangers of texting while driving. We deeply appreciate our communities’ support in this effort, especially Warren’s Auto Body, the Litchfield Fire Department, Chief Frank Fraitzl, local fire department members Doug Nicoll and Jim Rea, the Litchfield Police Department, Chief Joe O’Brion and Officer Ben Sargent. Campbell High



School is appreciative of the efforts of the following: faculty and staff members Phil Martin, Chet Orban, Sue Ayer, Janet Belhumeur, Hilda Lawrence, Matt Bennett, Wayne Morgan, Jack Lesperance, Kelly Fraser, Denise Freeman; former faculty member Kathleen Reilly; students Leah Stagnone, Connor Perry and Ricky Baril. Also, thank you to the Farwell Funeral Home, Hudson Fire Department, Make-up by Mel's House of Horrors, First Student Bus Company, Lonnie McAvery, and Judge Lawrence Warhall who presided over the proceedings.

CHS hosted its third **Challenge Day** series – a nationwide program that addresses bullying and harassment and focuses on good decision-making and positive culture-building.

**The Campbell Recycling program** under the leadership of Dennis Perreault continues to be recognized for their outstanding efforts. Ben Page and Josh Letourneau were each named 2013 Student Recycler of the Year by the Northeast Regional Recycling Association.

**National Honor Society** revamped the outdated bi-laws and closely aligned them with the NHS National Standards. The GPA was adjusted to reflect Campbell High School's current weighed GPA. The GPA changed from a 3.33 to a 3.65. Twenty-five new members were inducted in 2013. The induction ceremony also took on a new look with a focus on the ceremonial rites, the significance of the chapter, and a keynote speaker. Charles Mower spoke about the historical perspective between Chief Passaconaway, his tribe, the land and connection to the pillars of the National Honor Society.

**Student Council** Vice President Meaghan Dyer ran a very successful "Mr. CHS" in which we raised a substantial amount of money that was donated to the Donaghey family. President Cam Viola, Vice President Meaghan Dyer, Secretary Marisa Chacos, Treasurer Ben Billings, and Historian Leah Stagnone sponsored a very successful Springfest Spirit Week during May 12<sup>th</sup> – 18<sup>th</sup>, with the first "Neon Dance" in Campbell history to wrap up the exciting week after a school-wide Pep Rally.

New elections for the 2013-2014 Student Council took place. President Ryan Perigny, Vice President Ben Billings, Secretary Sarah Nolan, Treasurer Alex Trevains, and Historian Leah Stagnone were elected. The Student Council hosted a very successful Homecoming Dance, with about 250 students attending. The Student Council hosted the annual Make-A-Difference Food Drive, during which they collected about 4,000 nonperishable items that were donated to the Litchfield Food Pantry. They also hosted the annual Tree Lighting ceremony in which about \$2,000 was donated to the Tree Lighting scholarship fund. The Student Council hosted a Holiday Breakfast on December 20<sup>th</sup> to show their appreciation to all the teachers and staff for the outstanding work that they do.

Jodi Callinan was named our Guidance Director in July. Parents now receive weekly, informative emails on Mondays from the director. Through the weekly communications, more parents and students have learned about and attended college representative visits as well as college information evenings. Additionally, the guidance webpage has been enhanced to include a college planning guide for all CHS students, as well as information on all relevant guidance related topics. There is now more encouragement for sophomores, as well as juniors, to take the PSAT exam. It is the hope that having our students take the PSAT twice will improve the overall SAT scores. The guidance department now oversees the NH Scholars program, VLACS scheduling and Running Start/Dual Enrollment programs. For the first time ever, the guidance department held a Career Fair on October 30, 2013. Careers ranged from military to engineering to sales to nursing/medical field. The Second Annual Alumni Panel will be held at CHS on January 9th. Ten CHS graduates will return and speak to juniors and seniors about their post high school experiences. The guidance department has encouraged the math department to incorporate a benchmark exam at the eighth grade level to assist with proper "placement" for all freshmen.

While there is so much to be proud of already at Campbell, we will continue to improve the quality of instruction. The task of seeking high achievement for all students remains our constant purpose, and we will continue to focus our attention ever more closely on achievement results. In July of 2013, Campbell High School was named by the NH DOE a Title I Priority school. Campbell High School always made AYP. However, because the high school accepted Title I funds, and our math results did not show enough growth over a three year mark, we were a school selected by the State to receive technical assistance.

Our professional development focus this year was on Quality Performance Assessments and improving the assessment of special education and 504 plans. The administration created a Freshman Seminar class to support the transition of ninth graders entering the high school. The data supports this class with more students successfully completing ninth grade with higher grades overall. We also changed the schedule this year at Campbell to a modified day 1, day 2 schedule having all eight classes on Mondays. Members of our English Department attended the National Convention NHCTE in Boston this November.

I am indebted to the work of our curriculum facilitators Heidi Paris, Cate Devine, Shawn Flynn, and Meredith Potter, as well as our librarian/media specialist Andrea Ange, guidance director Jodi Callinan, and Phil Martin for their hard work in curriculum, instruction and building leadership.

Over the past year, students at Campbell were recorded as being in the library 47,255 times, an increase of four percent over the previous year. Having an open library with as many hours as possible (7:20 A.M. to 4 P.M.) and giving students access to the information they need for academic success is our primary focus. Mrs. Ange is planning to hold an Academic Excellence Fair in conjunction with Eighth Grade Parent Information Night again this year.

The CHS Safety Committee focused on several areas to improve the overall safety posture of our school. We requested funding for several safety upgrades to our facility, including door alarms, improved communication systems, and improved camera monitoring capability. Additionally, we continue to practice our emergency procedures including building evacuation and lockdown, and we practiced a campus evacuation to one of our off-site emergency evacuation locations. We are grateful for the continued support of the Litchfield emergency personnel and the Litchfield community as we work towards a safer learning environment.

I wish to thank our administrative assistants, Cheri Pitrone, Christine Ferraro, Melissa Pelletier, Sharon Ford, Dawn Miller, and Michelle Vecchiarello, as well as our custodians and food service staff for their continuous hard work and dedication. I'd also like to thank the Friends of Music, Athletic Boosters, our dedicated volunteers Rhonda Landrau, Cathy Snyder, Ruth Christino, Patti Waggoner, Judy Brennen, Gil Walton, Dennis Miller, Deb Trench, Lori and John Perry, and many others who have helped out in a number of ways, for their interest and support. Our parent coffees are always well attended and the dialog is supportive and helpful.

I wish to thank the SAU administration and staff for their continuing efforts to support our mission. It is an honor to serve the Litchfield School District, who truly cares about children.

Respectfully submitted,

Laurie A. Rothhaus  
Principal



## Campbell High School Staff 2013 - 2014

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Grade</u>	<u>Salary</u>
ANGE	ANDREA	LIBRARIAN	M	\$63,186.00
ANGELINI	DIANE	TEACHER HS MATH	B	\$45,386.00
BAKER	RACHEL	NURSE	B/RN	\$43,750.00
BALLOU	JUSTIN	TEACHER HS SOCIAL STUDIES	B	\$40,857.00
BAMFORD	ELIOT	TEACHER SPECIAL EDUCATION	M	\$60,281.00
BARRY	PAULA	TEACHER TECH EDUCATION	B	\$37,963.00
BOURASSA	DANA	TEACHER BUSINESS 50%	M	\$31,593.00
BOUTSELIS	MICHAEL	TEACHER HS ENGLISH	B	\$36,282.00
BROWN	ERIN	TEACHER HS ENGLISH	M	\$50,325.00
BURNS	AIMEE	TEACHER HS ENGLISH	B	\$49,536.00
CALLINAN	JODI	DIR HS GUIDANCE	M	\$67,700.00
CAWLEY	MATTHEW	TEACHER SPECIAL EDUCATION	M	\$51,645.00
CHRETIEN	CHARLES	TEACHER HS SCIENCE	M	\$44,920.00
COOPER	NATHAN	TEACHER HS SOCIAL STUDIES	B	\$36,517.00
DEL GRECO	ASHLEY	TEACHER HS MATH	M	\$45,348.00
DELEAULT	JILL	TEACHER MUSIC	M	\$48,667.00
DEVINE	CATHERINE	TEACHER HS SCIENCE	M	\$63,186.00
FLYNN	SHAWN	TEACHER HS MATH	B	\$57,510.00
FREEMAN	DENISE	TEACHER ART	M	\$64,686.00
GATHERUM	DAIZHA	TEACHER SPANISH	B	\$40,857.00
GINGRAS	DAVID	TEACHER HS SOCIAL STUDIES	M	\$45,348.00
GNAEGY	LYNN	TEACHER FACS	M	\$57,962.50
GORMAN	CATHERINE	TEACHER HS MATH	M	\$62,781.00
GRANT	LESLEIGH	TRANSITIONAL SPECIALIST	M	\$60,281.00
HICKS	WILLIAM	STUDENT SUPPORT COUNSELOR	M	\$63,186.00
JOHNSON	MAGDALA	TEACHER HS MATH	B	\$35,070.00
KAHN	LESLIE	TEACHER FRENCH 87.5%	B	\$37,015.13
KEEFE	PATRICK	TEACHER HS ENGLISH	M	\$51,985.00
KILGORE	KAREN	TEACHER HS SCIENCE 50%	B	\$23,512.00
LEVINE	STEVEN	TEACHER HEALTH 50%	B	\$26,938.00
MANLEY	LINNEA	TEACHER HS SCIENCE	B	\$33,623.00
MARTIN	PHILIP	TEACHER MUSIC	M	\$62,781.00
MCDONOUGH	SHAWN	TEACHER COMPUTERS	M	\$64,233.00
MOODY	LARA	TEACHER HS SCIENCE 40%	M	\$15,484.00
MOWER	CHARLES	TEACHER TECH EDUCATION 62.5%	TECH	\$24,631.25
O'KEEFE	MICHAEL	TEACHER HS SCIENCE 50%	M	\$27,652.00
ORBAN	CHESTER	TEACHER HS SCIENCE	M	\$65,686.00
PARIS	HEIDI	TEACHER HS SOCIAL STUDIES	M	\$43,689.00
PARKER	DAWN	TEACHER SPECIAL EDUCATION	B	\$42,303.00
PARSONS	JEFFREY	GUIDANCE COUNSELOR	M	\$62,781.00
PATTERSON	JOHN	DIR OF HS ATHLETICS	M	\$70,700.00
PEREZ	MICHAEL	ASST PRINCIPAL HIGH SCH	M	\$80,913.00
PERREAULT	DENNIS	TEACHER HS SOCIAL STUDIES	M	\$61,482.00
POTTER	MEREDITH	TEACHER HS ENGLISH	M	\$56,372.00
RAYMOND	WILLIAM	GUIDANCE COUNSELOR 50%	M	\$30,866.50
ROMEIN	KIRK	TEACHER ART	B	\$46,644.00
ROTHHAUS	LAURIE	PRINCIPAL HIGH SCHOOL	M	\$99,000.00
SCARELLI	ALEX	TEACHER HS ENGLISH	M	\$37,051.00
SZEPAN	SHANNON	TEACHER - PHYSICAL ED	M	\$53,644.00
TARDIF	RAE	TEACHER SPANISH	M	\$56,963.00



## Campbell High School Class of 2013

Richard Michael Baril, Jr.  
 Sean M. Barry  
 Timothy James Beauregard  
 Kiley M. Bourque^  
 Jayla Christina-Jo Brennen^+  
 Alyssa Kathryn Breton  
 Ashley Nichole Briand^  
 David Michael Burke^  
 Jacqueline Laurisa Capobianco^  
 Cody R. Caron^  
 Jamie Lynn Carty  
 Chelsea Nicole Caynon  
 Marisa Rachel Chacos+  
 Casey L. Charette^  
 Megan Leora Connor\*#  
 Molly Elizabeth Connor\*  
 Shawn Francis Leonard Couch^  
 Anthony Alain Decoteau  
 Andrea Lisa Demos^\*#  
 Caitlyn E. DePietro  
 Andrew Michael DiCola!^#  
 Christopher Neil DiSalvo  
 Amanda Kaitlin Doucette!^#  
 Victoria Spence Dudley  
 Meaghan Elizabeth Dyer^+  
 Elliott, Christopher  
 Koty Emmons  
 Joshua D. Flynn!^\*#  
 Christopher George Forrence  
 Nicholas P. Forrence  
 Christopher Manuel Francis^  
 Nicholas R. Freson^  
 John Paul Galvez  
 Kaitlyn Marie Gannon^\*#  
 Jacob Edward Giordani  
 Matthew P. Golden  
 Max Anthony Gouveia^  
 Daina Karolina Grauslys^  
 Nicole Marie Gray^  
 Krystal L. Griswold

Tyler David Guarino  
 Erica B. Guilbeault!^#  
 Nathan Marc Helie  
 Nathan S. Hobbs^  
 Joshua M. Hoitt  
 Christina Huoth^  
 Ian Paul Hutchinson^  
 Daniel Craig Jacobson^  
 Ryan James  
 Bradley L. Johnson  
 Rachel Sarah Jozitis^\*#  
 Devin Alexander Julia  
 Gabriella M. Kamacho^  
 Shannon Molloy Kerrigan^  
 Kaitlin Marie Kidder  
 Kathryn Rose Kierstead!\*#  
 Erin Elizabeth King  
 Lauryn Kae Kmon^  
 Cade Michael LaCroix^  
 Jordan T. Lang^  
 Amanda Lynne Ledoux^  
 Dylan J. Lefavour^  
 Christina Elise Lepore!^\*#  
 Kyle D. Letendre  
 Melissa López  
 Christopher R. Lowry  
 Jennifer M. McKenna  
 Jessica Marie McNeill!^#  
 Casey Lee Mellen^  
 Paige A. Merrill  
 Monique Michelle Michon^  
 Keith Michael Monroe  
 Amanda Jacqueline Moreau^  
 Rebecca Danielle Moreau  
 Jacob Adam Morgan^\*  
 Adam D. Mullen^\*#  
 Jackson Stephen Musco^  
 Alexandra Jeanne Nolan  
 Jeremy Noury^

Brendan George O'Brien  
 Alyson Rose O'Donnell^\*  
 Heather Lee Ormiston  
 Vincent Lewis Pace^  
 Sarah Marie Pacheco^#  
 Jaimie Lynn Mercedes Palma  
 Alan Ross Pease  
 Nicholas William Perault+  
 M. Jesse Pettis  
 Justin Tyler Plansky^  
 Justin Ryan Prindle!^\*+##  
 Jenelle Elizabeth Psaledas^\*  
 Joshua Andrew Rand^\*  
 Daniel D. Regan  
 Chandler Jordan Reischer  
 Meghan Elizabeth Rhodes  
 Amy Nicole Richard\*  
 Sonya Laraine Russell Rivera  
 Connor Aaron Robinson  
 Jason William Rodonis  
 Maitlyn Rodonis^  
 Jacqueline Lauren Santos^#  
 Molly A. Santos!^#  
 Jared William Saunders^  
 Alexandra Jillian Scafidi  
 Ashley Elizabeth Schofield  
 Robert Craig Schultz^  
 Barbara Lee Spaulding^^  
 Emilia R. Sturzo  
 Zachary Alan Tilbe  
 Sierra Lynn Vaillancourt^  
 Cameron Robert Viola^+  
 Zachary John Waggoner!^\*#  
 Riley John Walters  
 Ethan Nicholas Lee Wester^#  
 Brandon F. Wheeler  
 Michael J. White^  
 Nathan K. Yanuszewski^  
 Nicole Marie Zalanskas

Valedictorian – Amanda Doucette

Salutatorian – Christina Lepore

! Top Ten   ^ New Hampshire Scholars   \* National Honor Society   + Student Council   # Academic Excellence Honors

# 2013-2014 LITCHFIELD SCHOOL DISTRICT CALENDAR

## School Board Approved 3/6/13

AUGUST 2013				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 15 New Teacher Orientation
- 20 Administrative Retreat
- 27-29 Teacher Workshop

FEBRUARY 2014				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

24-28 Winter Recess - NS

15 days

SEPTEMBER 2013				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- 2 Labor Day
- 3 1<sup>ST</sup> Day of School

20 days

MARCH 2014				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

11 Teacher Workshop – NS

19 CHS STUDENTS ONLY  
2 HOUR DELAYED  
OPENING

20 days

OCTOBER 2013				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 14 Columbus Day - NS (observed)
- 16 ALL SCHOOLS  
2 HOUR DELAYED  
OPENING

22 days

APRIL 2014				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

16 CHS STUDENTS ONLY  
2 HOUR DELAYED  
OPENING

28-May 2 Spring Recess - NS

19 days

NOVEMBER 2013				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 11 Veterans Day – NS
- 15 Parent/Teacher Conf.-NS
- 27-29 Thanksgiving Recess

16 days

MAY 2014				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-2 Spring Recess – NS

15 Senior Project Evaluation –  
Early Release for CHS  
Grades 9, 10, & 11 –12:30pm

26 Memorial Day - NS (observed)

19 days

DECEMBER 2013				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 11 ALL SCHOOLS  
2 HOUR DELAYED  
OPENING

23-Jan 1 Holiday Recess - NS

15 days

JUNE 2014				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

13 Graduation (Tentative)  
18 Last day of School for  
Students (tentative)

19 Teacher Workshop

24 Last day with 4 non-  
blizzard bag snow days

13 days

JANUARY 2014				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 1 New Year's Day - NS
- 20 Martin Luther King, Jr.  
Day - NS

21 days

### NOTES:



Shaded Days and NS = No School



2 HOUR DELAY ALL SCHOOLS OCTOBER 16 & DECEMBER 11  
2 HOUR DELAY JUST CHS MARCH 19 & APRIL 16



Early Release CHS Grades 9, 10 & 11 Only – 12:35 pm

*Snow days will be made up at end of school year (June)*

SEPT thru JAN - 94 DAYS FEB thru JUNE - 86 DAYS  
180 Total Student School Days – 190 School, Snow & TW Days

## LITCHFIELD SCHOOL DISTRICT

### ENROLLMENT - PROJECTIONS ELEMENTARY

Grade	Enrolled October 1, 2012	Enrolled October 1, 2013	Projected September 2014
Pre	25	32	25
Kindergarten	57	56	53
1	93	75	82
2	103	98	76
3	101	108	101
4	115	103	108
<b>Total</b>	<b>494</b>	<b>472</b>	<b>445</b>

### ENROLLMENT - PROJECTIONS MIDDLE SCHOOL

Grade	Enrolled October 1, 2012	Enrolled October 1, 2013	Projected September 2014
5	116	119	109
6	115	111	118
7	137	122	114
8	111	139	124
<b>Total</b>	<b>479</b>	<b>491</b>	<b>465</b>

### ENROLLMENT - PROJECTIONS HIGH SCHOOL

Grade	Enrolled October 1, 2012	Enrolled October 1, 2013	Projected September 2014
9	145	112	136
10	123	142	109
11	114	117	134
12	123	103	110
<b>Total</b>	<b>505</b>	<b>474</b>	<b>489</b>

**Combined  
Totals**

**1478**

**1437**

**1399**



**LITCHFIELD SCHOOL DISTRICT  
DELIBERATIVE SESSION  
February 6, 2013  
The State of New Hampshire**

**Time, Place:** The meeting was called to order at 7:00 p.m. in the Campbell High School Auditorium.

**Present:** Moderator, Mr. John G. Regan, presiding.

School Board members: Mr. John York, Chair; Mrs. Mary Prindle, Vice Chair; Mr. Derek Barka; and Mrs. Patricia D'Alleva.

Dr. Brian Cochrane, Superintendent of Schools; Mr. Stephen Martin, Business Administrator; Mrs. Devin Bandurski, Director of Special Services; Mr. Kyle Hancock, Director of IT; Michele E. Flynn, School Board Administrative Assistant; Ms. Lynn Baddeley, School District Clerk; Gordon Graham, Attorney for the District.

Mr. Tom Lecklider Litchfield Middle School Principal; Mr. Scott Thompson, Griffin Memorial School Principal; Mrs. Laurie Rothhaus, Principal, Campbell High School.

Budget Committee members: Mr. John Harte, Chair; Mr. Chris Pascucci; Mr. Andrew Cutter; Mr. William Spencer; Mrs. Cynthia Couture, Mr. George Lambert (Selectmen's Representative).

Ballot clerks: Mrs. Trisha Regan, Mrs. Nancy Pinciario.

Mr. Regan invited members to join him in the Pledge of Allegiance.

Mr. Regan introduced Mr. Phil Reed, Vice Moderator, and reviewed the Moderator's rules and protocol for the Deliberative Session according to state law.

Mr. Regan introduced Mr. John York, School Board Chair. Mr. York introduced School Board members, SAU staff, and attorney.

Mr. Regan introduced Mr. John Harte, Chairman of the Budget Committee. Mr. Harte introduced Budget Committee members.

Mr. Regan announced that elections will be held on March 12, 2013 from 7:00 am – 7:00 pm at CHS.

*Note: The order of business of the Deliberative Session is sometimes conducted out of the warrant articles' numeric sequence. Recording activity in chronological order would make the minutes difficult to follow; therefore, the articles will be listed, with action taken thereon, in the order in which they were listed on the warrant.*

As is customary, Mr. Regan asked voters if they were in favor of allowing non-voters and employees of the school district who were in attendance to comment during the meeting.

*The majority was in favor of allowing non-voters and/or employees of the district to comment during deliberative session by voice vote.*

Mr. Regan read Article A.

**ARTICLE A.**

*To elect by ballot the following School District Officers:*

<i>School Board Member</i>	<i>3-Year Term</i>
<i>School Board Member</i>	<i>3-Year Term</i>

The Moderator opened discussion of Article A.

Hearing no discussion, **Article A stands as written.**

Mr. Regan read Article 1 and indicated that Mr. York would speak to the article.

**ARTICLE 1**

*Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Nine Hundred Ninety Thousand, Five Hundred Ninety One dollars (\$20,990,591)? Should this article be defeated, the default budget shall be Twenty-One Million, Five Thousand, Thirty-One dollars (\$21,005,031), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.*

*This Article was recommended by the School Board by a vote of 4-0-0 and recommended by the Budget Committee by a vote of 7-1-0.*

Mr. York indicated that the 2013-2014 Budget Committee Recommended Operating budget totals \$20,990,591. The 2013-2014 Default Operating budget totals \$21,005,031.

Mr. York commented that external budget factors include a reduction of \$811,000 in local, state and federal revenues and an increase of \$771,000 in required costs to maintain existing level of services or increases required by law. Mr. York listed some of the reasons for the decrease in revenue:

- Decrease of \$118,000 in impact fees
- Decrease of \$36,151 in Catastrophic Aid
- Decrease of \$392,783 in Adequacy Aid
- Decrease of \$40,000 in Disabilities Programs
- Negative balance for current budget.

Mr. York listed some of the increases in required costs:

- NH Retirement Rate Increases \$229,591
- Current Year Out-of Budget SPED IEP Hires (1 Teacher and 8 Paraprofessionals) \$195,761
- Common Core State Standards \$99,336
- 6 New Special Education paraprofessionals to meet IEP requirements 2014 \$79,076
- Current year Out of Budget grade 1 teacher \$58,143
- Transportation contracted rate increase \$29,538
- Partial funding of 1 current Special Education teacher for IEP requirements (previously funded by federal grants) \$28,396
- Health Insurance rate increase \$19,441
- Special Education transportation (net of rate increase) \$16,721
- Non-Union course reimbursement \$15,000.

Mr. York noted that other increases in the budget include:

- District Approved Technology Plan (equipment, software, support) \$113,349
- Increase in Buildings & Grounds repairs, maintenance, equipment \$96,980
- LMS Special Education Student Support services Program teacher \$69,378
- GMS Parking Lot Partial Replacement \$53,500
- Building Needs Assessment Study for Capital Plan \$35,000
- 1% COLA for Non-LEA, Non-Administrator staff and a \$5,000 Salary increase pool for administrators \$30,962
- PPACA tax contingency \$20,000
- Special Education District-wide Autism & Behavioral Specialist (net of \$71,000 saving in out of district tuition) \$13,035
- Regular Substitute teacher salaries \$13,000

Total increases: \$1,216,207.

Mr. York explained that was the total impacting the general fund operating budget prior to sending the budget to the Budget Committee. The Budget Committee recommended reductions in the amount of \$528,762 to the FY14 budget. Budget Committee recommended reductions were listed as follows:

- GMS Parking Lot \$53,500
- GMS Bathroom partitions \$12,103
- LMS \$20,000
- CHS \$80,000
- Special Education Autism Behavioral position \$84,035
- Special Education LMS Student Support position \$69,378
- Special Education out of district tuition added back in +\$71,000
- Technology (GMS Virtual Desktop) \$42,000
- Curriculum \$3,650
- District-wide reduction of 2.5 staff \$148,000
- B & G Building Needs Assessment \$35,000
- Ground Storage Building \$14,000
- School Board \$3,500



Mr. York noted that the Recommended School Board Total Operating budget [before Budget Committee reductions] totaled \$21,519,353. The Budget Committee Recommended Operating budget totaled \$20,990,591 – a difference of \$528,762.

Mr. York explained that the budget is presented by object accounts, which are used to describe the services or commodities obtained as a result of the specific expenditure; and by location accounts, which are used to describe the physical location where the activity or cost is used or expensed.

Mr. York explained that the total appropriation and tax rate shows how the budget impacts the taxpayers. He noted that the FY14 Budget Committee Recommended budget will be a \$1.33 increase on the tax rate, which equates to \$322 increase on a home assessed at \$240,000 and \$429 increase on a home assessed at \$320,000.

Phil Reed, 7 Forest Lane, commented that he took note of the difference of special education funding between the School Board and Budget Committee recommendations. He commented that under federal law, if we need to incur the costs of special education we will have to pay for it one way or another. He asked for an explanation of the reductions from the Budget Committee. Mr. Reed also asked how close the federal government is coming to funding [on Special Education].

John Harte, Budget Committee Chair, explained that the Budget Committee reduced the Special Education budget in two ways: reduction of the Psychologist and the Autism & Behavioral Specialist. He explained that \$71,000 was added back into the budget to offset the latter reduction. Mr. Harte noted that the Budget Committee members believe that a new position, such as the Behavioral Specialist, should be placed on the warrant. He indicated there were no changes to Special Education tuition.

Mr. York commented that in answer to Mr. Reed's second question, the federal government is not close to that funding.

Jason Guerrette, 11 Perry Court, asked why Deliberative Session was held on a weeknight. Mr. York indicated it was the one night that worked best for the School Board.

Mr. Guerrette asked if revenue decreases were impacted by the declining population. Mr. York answered in the affirmative.

Mr. Guerrette asked if a reduction in services could have been chosen in place of a tax increase. Mr. York answered in the negative.

Mr. Guerrette commented that the Board chose to create legally bound issues which resulted in an increase, such as the Technology Plan. He asked if those costs could have been mitigated. Mr. York indicated that some of the increases are a result of meeting the Superintendent's four goals.

Mr. Guerrette asked about the tuition reimbursement costs and why they were not mitigated. Mr. York indicated that the non-LEA tuition reimbursement is a benefit in the administrators' contacts. He noted that benefit could have originated with a previous Board.

Sue Seabrook, 18 Bear Run Drive, asked if we had an expectation of the number of special education students with the potential hiring of the Behavior Specialist. Mr. Martin indicated that the position was removed by the Budget Committee who recommended outsourcing the services.

Mrs. Seabrook asked Budget Committee members what was the basis for their recommendation and what, if any, was the financial gain.

Mr. Harte indicated this was a new position that the Committee members believe should be placed on the warrant. He commented that we looked at all the services and felt that it would have impacted the increase in taxes. Mr. Harte noted that the \$71,000 that was added back into the budget was a gain. He indicated that student needs will still be met out of district.

Mrs. Seabrook commented that there is a large out of district tuition cost. She asked if we had that position we may break even or save money. Mr. Harte indicated there is no evidence to support that statement.

Mr. Spencer, Budget Committee member, commented that some of the Budget Committee members felt that a new position should be placed on a separate warrant article, but the School Board did not show support to do so.

Mr. York noted that the Budget Committee was informed that there were approximately 20 other students that were identified that would have benefitted from this position.

Jason Guerrette, 11 Perry Court, thanked the Budget Committee for following the previous warrant articles from 2003 and 2004 when deliberating over the budget. He asked if any of the employees that were budgeted a 1% COLA or administrators that may receive salary adjustments from the salary pool receive additional raises.

Mr. York indicated that employees will receive no step raises this year.

Mr. Guerrette asked if the Board has not chosen to unfreeze their steps this year. Mr. York confirmed that non-LEA steps remain frozen.

Mr. Guerrette commented that he believes that Common Core State Standards (CCSS) is an unfunded mandate. He asked why the School Board has chosen to fund it and why it was not placed on the warrant.

Mr. York indicated that the School Board is supportive of CCSS and voted to accept CCSS. He explained that after a long discussion with legal counsel, it was clear that the State mandated implementation of CCSS and the Town can implement CCSS as they wish. Mr. York noted that the School Board elected to move forward with CCSS.

Mr. Regan, the Moderator, asked for an explanation of CCSS.

Dr. Cochrane indicated that the standards were adopted by the State Board of Education in July 2010. The State has mandated the standards be implemented by 2014. He explained that it would be prudent not to purchase textbooks at this time to allow the texts to be aligned to the standards.

Ralph Boehm, 6 Gibson Drive, commented that this is not a law. He noted that no law was passed for CCSS and nothing came through the Legislature. He commented that this is a rule mandated illegally by the Department of Education.

Robin Corbiel, 4 Nesmith Court, asked if the School Board believes this path is best for students. Mr. York answered in the affirmative.

George Lambert, 3 Lydston Lane, commented that it is a complicated issue whether CCSS is required by the Legislature or the Board of Education. He indicated that attorneys will argue about the requirements of implementation for several years. He commented that the School Board is charged by the State Board of Education with selecting and implementing the curriculum.

Ann Moody, 28 Garden Drive, asked why there is a \$1M difference between the Operating budget and Default budget. Mr. York clarified that the difference is only \$15,000.

Mrs. Moody asked if there are any duplicate items in the default budget. Mr. York indicated the Default budget is a reflection of the budget from last year.

Jason Guerrette, 11 Perry Court, asked if the savings in health benefits (teachers' contract) that may be realized will be in the Default budget. Mr. York indicated that those savings are not included in the Default budget.

Mr. Guerrette asked if there are any items in the in the proposed budget that are less than last year or do not exist that are included in the default budget.

Mr. Martin (Business Administrator) explained that there is no default budget detail. He noted the default budget is a mechanism used to get to a number and does not contain line items. He indicated that some major increases were either removed or reduced.

Mr. Guerrette asked if there are items in the proposed budget that are less than last year. Mr. Martin answered in the affirmative.

Mr. Guerrette asked if those items exist in the default budget. Mr. Martin indicated they do not.

Marsha Finnegan, 147 Talent Road, asked, in regard to the six paraprofessionals budgeted for special education, what was the increase of students. Mr. York indicated there are 10 students.

Mrs. Finnegan asked how many 1:1 paraprofessionals. Mr. York indicated there are four.



Mrs. Finnegan asked for the total of those paraprofessionals per school. Mr. York indicated GMS will have five and LMS will have one.

Mrs. Finnegan asked, with regard to the increased budget for Food Service, if students will be able to have third lunch or will they still run out of food. Mr. Martin indicated that with the new federal implemented nutrition standards and reduced portion sizes, many students were buying more than one lunch because they were hungry; however, that problem has been resolved.

Mrs. Finnegan asked how the District can be sure the issue is resolved. Mr. Martin indicated there have been no complaints.

Betty Vaughn, Stark Lane, if there will be two budgets (one recommended by the School Board and one by the Budget Committee) on the ballot. Mr. Regan indicated there will be one budget that was recommended by both the Board and Budget Committee.

Mr. Lambert commented that the Budget Committee reviews the budget recommendation from the Board and determines what the community can afford and then presents their recommendations to the voters. If the voters do not approve the recommended budget, the default budget will be funded. He noted that the difference between the budgets is \$15,000.

Mrs. Vaughn commented that the presentation is confusing when three budgets are presented. She indicated that she supports having the most money for the children in the budget.

Mr. Lambert indicated that more money is not always better.

Mrs. Vaughn commented that in this case more money is better because the lack of money must be spent wisely. She noted that the Budget Committee did a good job, but at the same time she believes there is not enough money in the operating budget.

Mr. York indicated that the School Board supports the Budget Committee's budget.

Mr. Barka agreed that there should be more money in the budget, but the School Board believes that with both committees in support, the budget has a good chance of being approved.

***Kathleen Follis, 8 Mike Lane, motioned to call the question. The motion was seconded. The motion carried by voice vote.***

Hearing no amendments or further discussion, the Moderator concluded that **Article 1 stands and will appear on the ballot as written.**

During a short intermission, Mr. York announced that Mr. Martin, Business Administrator, is leaving Litchfield to work in Pelham School District. He wished him luck in his new position.

Dr. Cochrane congratulated Mr. Martin and thanked him for his service to the District.

Mr. York thanked Mr. Harte for seven years of service on the Budget Committee.

Mr. York presented Mr. Guerrette with a token of recognition for his service on the School Board.

Mr. Regan read Article 2 and indicated that Mr. York would speak to the article.

**ARTICLE 2**

***Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits:***

<i>Year</i>	<i>Estimated Increase</i>
<i>2013-2014</i>	<i>\$ 110,329</i>
<i>2014-2015</i>	<i>\$ 162,856</i>

***and further to raise and appropriate the sum of One Hundred Ten Thousand, Three Hundred Twenty Nine dollars (\$110,329) for the 2013-2014 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels over the amount paid in the prior fiscal year.***

*This Article was recommended by the School Board by a vote of 5-0-0 and was not recommended by the Budget Committee by a vote of 7-0-0.*

Mr. York commented that the School Board and the LEA spent the Fall working on a new collective bargaining agreement. In December, the LEA ratified the agreement and the School Board accepted. The contract is for 2013-2015 with no retroactive costs for the current year. Mr. York explained that the School Board focused on savings in health benefits. There are no COLA's included in the agreement. Mr. York noted that in Year 1, each step and grade salary increases to the salary from the next step. Each LEA member receives an equivalent one step salary increase based on this adjusted schedule. The schedule adjustment was needed to increase entry level salaries to be more competitive. Mr. York indicated that there is a step increase in Year 2; however, 44% of the membership will receive no increase as they are on the top step of the schedule. A \$300 increase in longevity payment is included for those on the top step in Year 2. Changes were made to the co-curricular/athletic stipends.

Mr. York noted that there will be a new health insurance provider – School Care, which results in a lower cost health plan. There are two plans: Open Access, which includes deductibles, and an HMO. Copays are increasing and employee cost share will increase to 17% for the HMO and 15% for Open Access. Mr. York indicated that the first year saving could be approximately \$173,000 based on the assumption that all members will opt for the HMO plan. Mr. York noted that this is an assumption and the total amount of the savings is unknown until Open Enrollment. There are changes to the Reduction in Force language, teaching load, work year and work day.

Mr. York indicated that the cost of the agreement reflects saving in health care that offsets those costs.

Jason Guerrette, 11 Perry Court, asked if there are deductibles included in the plans. Mr. York noted there are deductibles with the Open Access plan. He asked Mrs. Mahoney to explain the deductible amounts.

Deb Mahoney, Director of Human Resources, explained that Open Access deductibles range from \$250 for individual plans to a maximum of \$1,000; the 2 person or family plan has a \$2,000 maximum deductible.

Mr. Guerrette asked if the article fails, where will the District find the money to pay make up for the savings. Mr. York indicated if the article fails, the operating budget assumes there will be no change in benefits.

Mr. Guerrette asked if the article fails, is the savings included in the default budget. Mr. York commented that that if the article fails, there is no savings included in the budget. He noted that we reduced the contract by the amount of the savings otherwise the increase for Year 1 would have been higher.

Mr. Guerrette commented if the teachers' contract fails and there are no savings, the District will have the money to cover. If the contract passes and we realize the savings, the operating budget is grossly appropriated to cover the savings.

Mr. York indicated that money is used in the teachers' contract. The savings is in the benefits and will move from benefits to salaries.

Marsha Finnegan, 147 Talent Road, asked about the average salary for a teacher. Mr. York indicated the average salary is \$53,100.

Mrs. Finnegan commented it is to the teachers' advantage for the voters to say no to the contract. Mr. York clarified that it is not to their advantage if the article fails. He noted that if the article fails, the savings will not be realized and the money will go to the health insurance company.

Mrs. Finnegan commented that there is language in the contract that teachers only have to work half a day. Mr. York clarified that those half days are before school begins.

Sue Seabrook, 18 Bear Run Drive, commented that currently we have LGC as our insurance company, which is a higher cost and will continue to increase. She noted the LEA adopted a new health insurance company as a savings for the District.

Ralph Boehm, 6 Gibson Drive, commented that the contract has a net increase of \$110,000.

Mrs. Seabrook indicated that the employees' costs increase while the District's costs decrease.

Ann Moody, 28 Garden Drive, asked if the special education increases are included in the default budget.

The Moderator noted we are now discussing Article 2, Collective Bargaining Agreement.



Mrs. Moody asked if that cost is included in the operating budget and the default budget. Mr. York indicated the cost for the CBA is included in both budgets.

Mrs. Moody asked if in addition to health insurance teachers receive vacation time. Mr. York noted that they do not receive vacation, sick or personal time.

Jason Guerrette, 11 Perry Court, asked about the longevity payment increase. Mr. York indicated that the longevity payment is increasing from \$1,500/\$2,500 to \$1,800/\$2,800.

Mr. Guerrette commented that 44% of the staff will be at the top of the schedule in Year 2 with a 20% increase in wages. Attorney Graham clarified that only the longevity increase is 20%.

Hearing no amendments or further discussion, the Moderator concluded that **Article 2 stands as written and will appear on the ballot as written.**

Mr. Regan read Article 3 and indicated Mr. York would speak to the article.

### **ARTICLE 3**

*Shall the Litchfield School District vote to authorize, indefinitely until rescinded, the retention of year-end unassigned general funds in an amount not to exceed, in any fiscal year, 2.5 percent of the current fiscal year's net assessment, for the purpose of having funds on hand to use as a revenue source for emergency expenditures and over expenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate, all in accordance with RSA 198:4-b, II?*

*This Article was recommended by the School Board by a vote of 4-0-0 and recommended by the Budget Committee by a vote of 7-1-0.*

***Mr. Barka, 8 Simeon Lane, made a motion to restrict reconsideration of Article 2. The motion was seconded and carried by voice vote.***

Mr. York explained that Article 3 is requesting voter approval for the School District to retain a portion of its year-end fund balance under RSA 198:4-b, II. The School District may retain its year-end unassigned fund balance in the amount up to 2.5% of that year's net assessment. The net assessment is the Voted Appropriations (MS-22) less Estimated Revenues (MS-24) less the State Adequacy Education Grant. Authorization for the retention remains unless rescinded by the voters.

The retained fund balance can only be used for:

- Managing the tax rate impact from year-to-year
  - The School Board can adjust the percentage retained between 0% and 2.5% in order to reduce the amount needed to be added to that year's tax rate
  - A source of revenue in the event of an emergency expenditure request
  - The School Board must document the emergency
  - The Budget Committee must approve the expenditure

- The NH DOE Commissioner must approve the expenditure.
- The amount retained is not cumulative from year-to-year
  - Each year only up to 2.5% of the net assessment can be retained if there is an available year-end unassigned fund balance.

Kathleen Follis, 8 Mike Lane, commented that she would like to hear why the Budget Committee supports this article.

Mr. Pascucci commented that he does not support the article. He noted that this article is asking you to take any end of year money and place in new fund instead of returning the fund back to the taxpayers. He believes the town cannot afford it. Mr. Pascucci commented that property tax is increasing and he would prefer that end of year money is returned to the taxpayers. He indicated that there will be future tax implications as this money will automatically be replenished. He commented when you vote to support this article you give permission for it to be funded from year to year. Mr. Pascucci indicated that aside from the criteria, there are other ways for money to be withdrawn from this fund.

The Moderator redirected the question from Mrs. Follis.

Mr. Harte commented that the Budget Committee recommended the article because if there is an emergency those monies are not fully funded in operating budget. He indicated if a major situation occurs that requires more than is in the budget, the money is available. He noted that this fund will allow the schools to have a reserve in case of an emergency.

Mr. Spencer commented that the Budget Committee will be meeting after Deliberative Session to revisit the article and some members may change their vote for recommendation.

Scott Corbeil, 4 Nesmith Court, asked if the 2.5% can be used to offset some of the education funding in the event the Legislation changes school funding again.

Mr. York answered in the affirmative and commented that the School Board could opt to take nothing and remaining end of year money would go to offset tax increases. Mr. York referred to Mr. Pascucci's statements and commented that the Building Maintenance Capital Reserve Fund had a balance of \$52,700 of which \$52,000 was used to replace the LMS Fire Safety System. The Special Education Capital Reserve Fund will have \$5,000 remaining \$100,000 will be used for out of district tuition costs. Mr. York indicated that this article is a better plan because it removes the spending process from the School Board and gives it to the Budget Committee. If the Budget Committee does not agree to expend, no money will be withdrawn.

Lynn Ober, former State Representative, commented that she was one of the co-sponsors of the bill that passed last year. She explained that the town has been able to retain a surplus from what was appropriated and not spent, but districts had to return every dollar unless they were able to encumber funds. She noted that it took two years to craft the legislation. She worked with Superintendents across the state. Mrs. Ober noted that the district may only retain up to 2.5% of the unexpended fund balance. She indicated this is not a slush fund; it is only for emergency expenses or catastrophic failure. She explained that the district can call the emergency, go to the



School Board and Budget Committee for approval. If the Budget Committee approves the expenditure, it then goes to the NH DOE for approval. Mrs. Ober commented that it is not always possible to know what you need 18 months in advance when budgeting. The district must spend funds for Catastrophic Aid in advance and are then reimbursed the following year. This fund would be for use in case of emergency without negatively impacting the education of your students.

Ralph Boehm, 6 Gibson Drive, commented that to clarify confusion, the amount cannot exceed 2.5%, but that percentage can be lower. He indicated that was verified through the state committee, NHSBA and DRA.

Bill Spencer, 9 Cranberry Lane, commented that this was an unusual year (default budget, new administration, special education costs). He indicated that prior to this year, he could not recall an instance when we had an issue we could not handle in the budget without going to the reserve funds. He commented that this is a solution looking for a problem.

Mike DeMarco, resident, commented we are looking to take \$300,000 in excess money and place in an account at the end of the year to use for an emergency. He indicated that \$300,000 to approximately 9,000 residents does not equate to much out of pocket. He commented that his small business carries a reserve account and he supports the article.

Mr. Pascucci commented that this fund is not necessary when we currently have something in place. He indicated that he is aware that the reserve fund was used this year because operating budget failed last year. He commented that if the School Board brought forward a warrant to replenish the reserve fund this year it would have been supported by the Budget Committee. Mr. Pascucci indicated that the Special Education Reserve may not have to be used this year. He commented that there are issues to indicate it may have to be spent this year, but we are not there yet. He noted that if asked for in a warrant, replenishment of the reserve fund would have been supported.

Mr. DeMarco asked if the money is set aside at the end of the year, does it remain for the following year and does it increase. Mr. York indicated that the money comes from the unexpended year end fund balance.

Mr. DeMarco noted that this is not extra money from the taxpayers.

Mr. Boehm commented that the school budget voting is done ahead of time for the following year. He suggested that the District can include a supplemental budget in the warrant for the current year if they anticipate an occurrence or expenditure.

Andrew Cutter, 6 Moose Hollow Road, expressed his support for the article. He indicated the funds would be a safety net to cover expenditures that may not be foreseen. He commented that he is not in favor of the percentage.

***Andrew Cutter, 6 Moose Hollow Road, made a motion to amend Article 3 to read:***



***Shall the Litchfield School District vote to authorize, indefinitely until rescinded, the retention of year-end unassigned general funds in an amount not to exceed \$100,000 in any fiscal year, for the purpose of having funds on hand to use as a revenue source for emergency expenditures and over expenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate, all in accordance with RSA 198:4-b, II?***

***The motion was seconded.***

Mr. Cutter indicated that a fixed dollar amount keep a cap on the fund.

Mr. York announced that legal counsel stated the amount must be worded as a percentage of the net assessment.

Mr. Boehm concurred with legal counsel.

Mr. Regan indicated that he motion is out of order.

***Andrew Cutter, 6 Moose Hollow Road, made a motion to amend Article 3 to read:***

***Shall the Litchfield School District vote to authorize, indefinitely until rescinded, the retention of year-end unassigned general funds in an amount not to exceed, in any fiscal year, 1 percent of the current fiscal year's net assessment, for the purpose of having funds on hand to use as a revenue source for emergency expenditures and over expenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate, all in accordance with RSA 198:4-b, II?***

***The motion was seconded.***

Mr. York commented that the School Board does not endorse the amendment to Article 3.

Ann Moody, 28 Garden Drive, asked if the percentage is based on the tax rate.

Mr. Martin commented that it is based on the net assessment. He explained each year the DRA gives the net assessed value on which the tax rate is set and which is the amount the voters vote on the MS-22 (bottom line budget), less anticipated revenues and less the state adequacy grant. He noted that the DRA will take the percentage and determine what we can retain.

Mr. DeMarco commented that he is not in favor of retaining less than 2.5%. He indicated that the reserve funds were used quickly and the money retained will most likely be used quickly as well.

Mr. Regan commented that the voters can choose to rescind this next year.

Robin Corbeil, 4 Nesmith Court, expressed support for Article 3. She commented that we have used the reserve funds and not chosen to replenish those funds. She indicated that an additional \$150,000 is needed in the event of another year like the current year.

Mr. York commented that we should understand that most likely there will not be \$300,000 to retain this year as the budget is over spent at the present time. He indicated that the expectations for this budget are not anywhere near that amount.

Mrs. Corbeil asked if the School Board can decide to take less than the percentage if they choose.

Mr. Guerrette commented that "up to" is a legal term and they cannot choose to retain less than the 2.5% in this account.

Mr. York indicated that the School Board can choose to retain less, but not more than the percentage in the article.

Attorney Graham clarified that the retention of funds is not an account or a fund. It is a balance sheet only. He explained that towns have had this authority for over 20 years. This is the first time districts have been given this authority. He commented that this is not an account, but a revenue amount. Attorney Graham explained that the amount is determined annually and cannot be exceeded by the percentage that is set. The purpose is that it can be used to reduce taxes and return any remaining to the taxpayers, or in the event of a loss of revenue and to expend from this amount through the Budget Committee and the NH DOE.

Mr. Guerrette asked if there is anything in the proposal that cannot be done with existing law. He commented that the reserve funds can be replenished if needed and does not see the need to change the current method.

Mr. York commented that money cannot be placed into capital reserve funds arbitrarily.

Mr. Regan redirected discussion to the amendment.

***Mike DeMarco made a motion to call the question. The motion was seconded. The motion passed by voice vote.***

Mr. Regan asked for a vote on the amended article. The voice vote was inconclusive. Mr. Regan asked for a show of hands.

***The amendment failed 35-30 by a show of hands.***

Mr. Guerrette asked what is new that we cannot do now.

Mr. York indicated that this allows us to create a fund that is necessary and removes the process from the School Board and allows the Budget Committee and NH DOE to grant approval for expenditures.

William Barrett, 53 Pilgrim Drive, indicated that the Budget Committee is changing their vote on the article and asked how that would be reflected.

Mr. Harte commented that once revoted, it will be reflected on the ballot.

Betty Vaughn, Stark Lane, expressed her support for Article 3.

Mr. DeMarco commented that people seemed to be in favor of the town doing something similar at the Town Deliberative Session.

Chris Pascucci, 12 Colonial Drive, commented that this is different. He indicated he is in support of reserve funds. He noted if this article is approved, it may take years to get to \$300,000. Mr. Pascucci commented that the capital reserve funds have not been used in years. He expressed that he was not in favor of the percentage stated in the article.

***Phil Reed, 7 Forest Lane, made a motion to end debate of Article 3. The motion was seconded. The motion passed by voice vote.***

Hearing no amendments or further discussion, the Moderator concluded that **Article 3 stands as written and will appear on the ballot as written.**

Mr. Regan read Article 4 and indicated Mr. York would speak to the article.

#### **ARTICLE 4**

***Shall the Litchfield School District vote to have the School Board include a statement of the estimated tax impact in future warrant articles concerning the annual budget and all special warrant articles?***

*This Article was recommended by the School Board by a vote of 4-0-0 and recommended by the Budget Committee by a vote of 7-0-0.*

Mr. York commented that this article will allow the tax impact to be noted on each article.

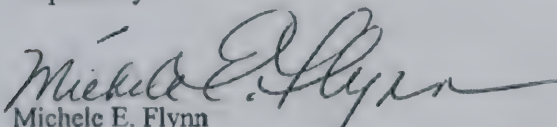
William Barrett, 53 Pilgrim Drive, asked if this is a state requirement.

Mr. York commented that the only requirement is that the voters vote on the article.

Hearing no amendments or further discussion, the Moderator concluded that **Article 4 stands as written and will appear on the ballot as written.**

The Moderator thanked all who attended and accepted a motion to adjourn at 9:10 p.m. The motion was seconded. The motion passed unanimously by voice vote.

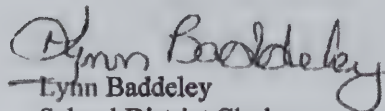
A true record of the Litchfield School District Deliberative Session,  
Prepared by:



Michele E. Flynn  
Administrative Assistant to the Litchfield School Board



A true record of the  
Litchfield School District Deliberative Session  
Attest:

  
Lynn Baddeley  
School District Clerk

Submitted: February 13, 2013

## **2013 LITCHFIELD SCHOOL DISTRICT WARRANT STATE OF NEW HAMPSHIRE**

To the inhabitants of the School District of the Town of Litchfield in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

### **FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)**

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Wednesday, February 6, 2013, at 7:00 o'clock in the evening for explanation, discussion, and debate of warrant articles number 1 through number 4. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

### **SECOND SESSION OF ANNUAL MEETING (VOTING)**

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 12, 2013, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

### **ARTICLE A**

To elect by ballot the following School District Officers:

School Board Member  
School Board Member

3-Year Term  
3-Year Term

## **ARTICLE 1**

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Nine Hundred Ninety Thousand, Five Hundred Ninety One dollars (\$20,990,591)? Should this article be defeated, the default budget shall be Twenty-One Million, Five Thousand, Thirty-One dollars (\$21,005,031), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

*Recommended by the School Board  
(4-0-0)*

*Recommended by the Budget Committee  
(7-1-0)*

## **ARTICLE 2**

Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits:

<b>Year</b>	<b>Estimated Increase</b>
2013-2014	\$ 110,329
2014-2015	\$ 162,856

and further to raise and appropriate the sum of One Hundred Ten Thousand, Three Hundred Twenty Nine dollars (\$110,329) for the 2013-2014 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels over the amount paid in the prior fiscal year.

*Recommended by the School Board  
(5-0-0)*

*Recommended by the Budget Committee  
(7-0-0)*

## **ARTICLE 3**

Shall the Litchfield School District vote to authorize, indefinitely until rescinded, the retention of year-end unassigned general funds in an amount not to exceed, in any fiscal year, 2.5 percent of the current fiscal year's net assessment, for the purpose of having funds on hand to use as a revenue source for emergency expenditures and over expenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate, all in accordance with RSA 198:4-b, II?

*Recommended by the School Board  
(4-0-0)*

*Recommended by the Budget Committee  
(7-1-0)*



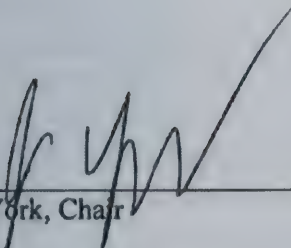
**ARTICLE 4**

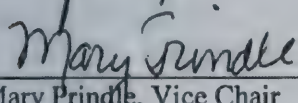
Shall the Litchfield School District vote to have the School Board include a statement of the estimated tax impact in future warrant articles concerning the annual budget and all special warrant articles?

*Recommended by the School Board*  
(4-0-0)

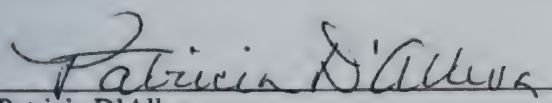
*Recommended by the Budget Committee*  
(7-0-0)

**GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 25th DAY  
OF JANUARY 2013.**

  
\_\_\_\_\_  
John York, Chair

  
\_\_\_\_\_  
Mary Prindle, Vice Chair

\_\_\_\_\_  
Dennis Miller

  
\_\_\_\_\_  
Patricia D'Alleva

  
\_\_\_\_\_  
Derek Barka

**Litchfield School Board**

**LITCHFIELD SCHOOL DISTRICT MEETING  
ELECTION RESULTS  
MARCH 12, 2013  
The State of New Hampshire**

**Election of Officers**

**School Board:**           **John York, 804 votes, elected, three-year term**  
                                 **Brian Bourque, 829 votes, elected, three-year term**  
                                 **Write Ins, 49 votes**

**Total Ballots Cast:**   **Litchfield School District, 1,235**

**Warrant Articles**

**ARTICLE 1**

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Nine Hundred Ninety Thousand, Five Hundred Ninety One dollars (\$20,990,591)? Should this article be defeated, the default budget shall be Twenty-One Million, Thirty-Seven Thousand, Seven Hundred Ninety-Seven dollars (\$21,037,797), which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

*Recommended by the School Board*  
*(4-0-0)*

*Recommended by the Budget Committee*  
*(7-1-0)*

**Passed Yes: 836**  
**No: 369**

**ARTICLE 2**

Shall the Litchfield School District vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits:

<b>Year</b>	<b>Estimated Increase</b>
2013-2014	\$ 110,329
2014-2015	\$ 162,856

and further to raise and appropriate the sum of One Hundred Ten Thousand, Three Hundred Twenty Nine dollars (\$110,329) for the 2013-2014 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels over the amount paid in the prior fiscal year.

*Recommended by the School Board*  
(5-0-0)

*Recommended by the Budget Committee*  
(7-0-0)

**Yes: 585**  
**Failed No: 630**

### **ARTICLE 3**

Shall the Litchfield School District vote to authorize, indefinitely until rescinded, the retention of year-end unassigned general funds in an amount not to exceed, in any fiscal year, 2.5 percent of the current fiscal year's net assessment, for the purpose of having funds on hand to use as a revenue source for emergency expenditures and over expenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate, all in accordance with RSA 198:4-b, II?

*Recommended by the School Board*  
(4-0-0)

*Recommended by the Budget Committee*  
(7-1-0)

**Yes: 508**  
**Failed No: 698**

### **ARTICLE 4**

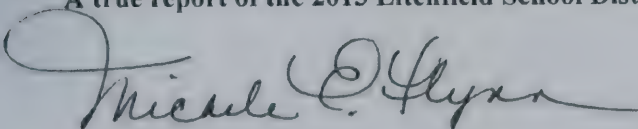
Shall the Litchfield School District vote to have the School Board include a statement of the estimated tax impact in future warrant articles concerning the annual budget and all special warrant articles?

*Recommended by the School Board*  
(4-0-0)

*Recommended by the Budget Committee*  
(7-0-0)

**Passed Yes: 1,057**  
**No: 159**

**A true report of the 2013 Litchfield School District election results, prepared by:**

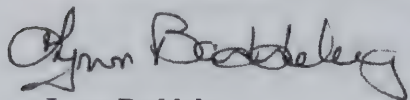


**Michele E. Flynn**  
**Administrative Assistant to the School Board**  
**March 14, 2013**

WB



**A true report of the 2013 Litchfield School District election results, attest:**

A handwritten signature in cursive script, appearing to read "Lynn Baddeley".

**Lynn Baddeley  
School District Clerk  
March 14, 2013**

## **2014 LITCHFIELD SCHOOL DISTRICT WARRANT STATE OF NEW HAMPSHIRE**

To the inhabitants of the School District of the Town of Litchfield in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

### **FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)**

You are hereby notified that the first session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Wednesday, February 5, 2014, at 7:00 o'clock in the evening for explanation, discussion, and debate of warrant articles number 1 through number 5. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

### **SECOND SESSION OF ANNUAL MEETING (VOTING)**

You are hereby notified that the second session of the annual meeting of the School District of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 11, 2014, at 7:00 o'clock in the forenoon for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

### **ARTICLE A**

To elect by ballot the following School District Officers:

District Moderator	3-Year Term
District Treasurer	3-Year Term
District Clerk	3-Year Term
School Board Member	3-Year Term

**ARTICLE 1**                    *(as amended at Deliberative Session, February 8, 2014)*

Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Nine Hundred Seventy Four Thousand, Six Hundred Eighty-Eight Dollars and Fifty Seven Cents (\$20,974,688.57)? Should this article be defeated, the default budget shall be Twenty Million, Eight Hundred Four Thousand, Five Hundred Fifty Nine Dollars (\$20,804,559) which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.

*Estimated Tax Impact:     \$0.32*

*Recommended by the School Board  
Vote 4-0-0*

*Not Recommended by the Budget Committee  
because of a tied vote     (3-3-0)*

**ARTICLE 2**

To see if the Litchfield School District will vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits at the current staffing level:

<b>Year</b>	<b>Estimated Increase</b>
2014-2015	\$ 213,383
2015-2016	\$ 195,737
2016-2017	\$ 175,545

and further to raise and appropriate the sum of Two Hundred Thirteen Thousand Three Hundred Eighty Three Dollars (\$213,383) for fiscal year 2015, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.

*Estimated Tax Impact:     \$0.26*

*Recommended by the School Board  
Vote 4-1-0*

*Not Recommended by the Budget Committee  
because of a tied vote  
Vote 4-4-0*

**ARTICLE 3**

To see if the Litchfield School District will vote to raise and appropriate the sum of Twenty Five Thousand Six Hundred Sixty Two Dollars (\$25,662) for the purpose of funding a part-time computer teacher position at Griffin Memorial School.

*Estimated Tax Impact:     \$0.03*

*Recommended by the School Board  
Vote 3-1-0*

*Recommended by the Budget Committee  
Vote 8-0-0*



#### **ARTICLE 4**

To see if the Litchfield School District will vote to raise and appropriate the sum of up to Fifty Thousand dollars (\$50,000.00) to be added to the building maintenance Capital Reserve Fund established in 2004. This sum to come from June 30 fund balance available for transfer on July 1.

*No amount to be raised from taxation.*

*Recommended by the School Board  
Vote 4-0-0*

*Recommended by the Budget Committee  
Vote 7-1-0*

#### **ARTICLE 5**


To see if the Litchfield School District will vote to raise and appropriate the sum of Thirty Six Thousand, Seven Hundred Dollars (\$36,700) to purchase security equipment necessary to upgrade external access control and panic alarms at Griffin Memorial School, Litchfield Middle School, and Campbell High School.

*Estimated Tax Impact: .04*

*Recommended by the School Board  
Vote 4-0-0*

*Recommended by the Budget Committee  
Vote 7-0-1*

**GIVEN UNDER OUR HANDS AT SAID LITCHFIELD THIS 22nd DAY OF JANUARY, 2014.**

  
Derek Barka, Chair

\_\_\_\_\_  
Patricia D'Alleva, Vice Chair

  
Dennis Miller

  
John York

  
Brian Bourque

**Litchfield School Board**

**LITCHFIELD SCHOOL DISTRICT  
DELIBERATIVE SESSION  
February 8, 2014  
The State of New Hampshire**

Time, Place: The meeting was called to order at 10:00 a.m. in the Campbell High School Auditorium.

Present: Moderator, Mr. John G. Regan, presiding.

School Board members: Mr. Derek Barka, Chair; Mrs. Patricia D'Alleva, Vice Chair; Mr. John York; Mr. Dennis Miller and Mr. Brian Bourque.

Dr. Brian Cochrane, Superintendent of Schools; Mr. Frank Markiewicz, Business Administrator; Michele E. Flynn, School Board Administrative Assistant; Ms. Lynn Baddeley, School District Clerk; Peter Phillips, Attorney for the District.

Mr. Tom Lecklider Litchfield Middle School Principal; Mr. Scott Thompson, Griffin Memorial School Principal; Mrs. Laurie Rothhaus, Principal, Campbell High School.

Budget Committee members: Mr. Andrew Cutter, Chair; Mr. Ray Peeples, Vice Chair; Mr. Chris Pascucci; Mr. William Spencer; Mrs. Cynthia Couture, Mr. Dan Vaillancourt, Mr. John Brunelle (Selectmen's Representative).

Ballot clerks: Mrs. Trisha Regan

Mr. Regan invited members to join him in the Pledge of Allegiance.

Mr. Regan introduced Mr. Phil Reed, Vice Moderator, and reviewed the Moderator's rules and protocol for the Deliberative Session according to state law.

Mr. Regan introduced Mr. Derek Barka, School Board Chair. Mr. Barka introduced School Board members, SAU staff, and attorney.

Mr. Regan introduced Mr. Ray Peeples, Chairman of the Budget Committee. Mr. Peeples introduced Budget Committee members.

Mr. Regan announced that elections will be held on March 11, 2014 from 7:00 am – 7:00 pm at CHS.

*Note: The order of business of the Deliberative Session is sometimes conducted out of the warrant articles' numeric sequence. Recording activity in chronological order would make the minutes difficult to follow; therefore, the articles will be listed, with action taken thereon, in the order in which they were listed on the warrant.*

As is customary, Mr. Regan asked voters if they were in favor of allowing non-voters and employees of the school district who were in attendance to comment during the meeting.

*The majority was in favor of allowing non-voters and/or employees of the district to comment during deliberative session by voice vote.*

Mr. Regan read Article A.

#### **ARTICLE A.**

***To elect by ballot the following School District Officers:***

<b><i>School District Moderator</i></b>	<b><i>3-Year Term</i></b>
<b><i>School District Treasurer</i></b>	<b><i>3-Year Term</i></b>
<b><i>School District Clerk</i></b>	<b><i>3-Year Term</i></b>
<b><i>School Board Member</i></b>	<b><i>3-Year Term</i></b>

The Moderator opened discussion of Article A.

Hearing no discussion, the Moderator indicated **Article A stands as written.**

Mr. Regan read Article 1 and indicated that Mr. Markiewicz and Mr. Barka would speak to the article.

#### **ARTICLE 1**

***Shall the Litchfield School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by the vote at the first session of the annual school district meeting, for the purposes set forth herein, totaling Twenty Million, Nine Hundred Thirty One Thousand, Twenty Four Dollars and Fifty Seven Cents (\$20,931,024.57)? Should this article be defeated, the default budget shall be Twenty Million, Eight Hundred Four Thousand, Five Hundred Fifty Nine Dollars (\$20,804,559) which is the same as last year, with certain adjustments required by previous action of the Litchfield School District or by law; or the School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only.***

*This Article has an estimated tax impact of \$0.27 and was recommended by the School Board by a vote of 4-0-0 and recommended by the Budget Committee by a vote of 8-0-0.*

Mr. Markiewicz announced the detailed budget is available on the district website. He presented the function summary and explained that the function summary describes activities for which a service or material object is appropriated and expensed. He presented the object summary and explained it is a breakdown by specific expenditures for services and commodities.

Mr. Markiewicz provided a clarification regarding an article in the HLN that misstated the tax impact of the town budget. He noted that the article stated the impact would be \$1,200 on a home valued at \$300,000. Mr. Markiewicz clarified that if the town and school budgets and all



warrants were approved, the town tax impact would be \$0.37 and the school tax impact would be \$0.60, for a total combined tax impact of \$0.97.

Mr. Markiewicz presented recommended appropriations, which are made up of three major components: General Fund Operating budget, Food Service and Federal Funds. He noted the difference between the FY14 and FY15 budgets is a reduction of \$59,566. He indicated that the general fund takes up 94% of the budget, Food Service and Federal Funds take up 3% each.

Mr. Barka presented the major increases of the FY15 budget, which include:

- Increases in health and dental insurance of \$125,000 or 8.4%
- Increases in paraprofessionals and monitors salaries, which are IEP driven
- Increases in furniture and equipment: GMS computer lab, a mower in Buildings and Grounds, and cafeteria tables.
- Increase in transportation as the contract expired and a 25% increase is expected. Mr. Barka explained that we are tied into a rate with Nashua and they have decided to go out to bid for transportation. He noted without Nashua's business First Student's rates would increase 25%. Mr. Barka indicated as of last week, there have only been 2 bids for transportation in Nashua.
- Increase in Catastrophic Aid \$48,808
- Increase in Medicaid Distribution \$32,000.

Major decreases include:

- Decrease in the principal bond on CHS
- Decrease in handicapped tuition for students placed out of district
- Decrease in teaching staff at GMS (grade 2 teacher reduction due to a decline in enrollment)
- Decrease in the overall budget
- Decrease in Kindergarten Aid as we are no longer eligible (\$86,250)
- Reduction in Adequacy Aid (\$117,512) due to declining enrollment and a change in the distribution formula.

Mr. Barka presented the FY15 Default Budget, which totals \$20,804,559; a difference of \$186,032 from FY14.

Mr. Regan opened the floor for questions and comments.

***Mr. Rich Lascelles, 236 Charles Bancroft Hwy, made a motion to amend the FY15 operating budget bottom line to \$20,931,025.57, increased by \$1.00, for Adult Education.***

***The motion was seconded.***

Mr. Lascelles commented that Adult Community Education was offered at CHS until two year ago. He noted that the expenditures outweighed the revenue for the program because of an administrative fee. He indicated that he would like to revive the program without the administrative fee without impact to the budget. He expressed strong support for the program as it offered a variety of courses to community and staff members alike. Mr. Lascelles commented

that by adding \$1.00 to the Adult Community Education line in the budget, the self-funded program can again be offered.

Mr. Barka commented that Mr. Lascelles' motion needs to be modified to add the funds to that specific line.

*The motion failed by voice vote.*

*Mr. Rich Lascelles made a motion to add \$1.00 to account 1601, Community and Adult Education.*

*The motion was seconded.*

Jason Guerrette, 11 Perry Court, commented that he understands the program was part of the budget in the past. He suggested that programs can still be offered for Adult Education by using the Community Use of Facilities form to schedule events in district facilities.

Mr. Lascelles acknowledged Mr. Guerrette's suggestion and indicated that he would just like to revive the program without the administrative fees.

Dr. Cochrane commented that the Adult Education program was a successful program. He indicated that the structure of cost was affected by administrative fees. He explained that if the cost is higher than the revenue from enrollment, then the program is not successful. Dr. Cochrane indicated that if the program is revived, we will try to support the administrative piece through the SAU office.

There was some confusion regarding how the motion should be worded. Mr. Lascelles was directed by legal counsel to amend the budget and specify in that motion where the funds should be allocated.

*The motion was declined by the Moderator.*

*Mr. Rich Lascelles made a motion to amend the bottom line of Article 1, FY15 Operating budget, to \$20,931,025.57, increased by \$1.00 for Adult Community Education.*

*The motion was seconded.*

Bill Spencer, 9 Cranberry Lane, asked if the allocation of the funds does not have to be identified, then why add \$1.00 to the bottom line.

Laura Gandia, 3 Chamberlin Drive, agreed with legal counsel that funds can be added to the bottom line, but not to a specific account. She commented that the School Board has more discretion whether or not to fund that account.

The Moderator agreed.

Phil Reed, 7 Forest Lane, was concerned that if the proposed increase is not allocated in the budget to the particular line item, then you cannot spend in that line. He commented if we do not identify where the funds are to be allocated we are not opening the door to revive the program.

Keri Douglas, 9 Pheasant Street, commented that it is a great idea, but should have been brought forward in a warrant article. She questioned if adding to the budget is the best process for this motion.

Phil Reed, 7 Forest Lane, asked what happened to the senior mentor program at CHS, which he was involved in for many years.

Mr. Miller indicated that the program faded away.

Mr. Regan commented that the motion to increase the bottom line can be accepted and then it is the School Board's discretion where to allocate the funds.

Robin Corbeil, 4 Nesmith Court, asked if a citizen can donate \$1.00 to the bottom line budget.

Mr. Barka indicated that is not possible since the funds have to be appropriated into the bottom line.

***Vote on a new bottom line for the FY15 Operating budget of \$20,931,025.57: passed by voice vote.***

***Dennis Miller, 37 Wren Street, made a motion to amend Article 1, FY15 Operating budget, for a new bottom line of \$20,974,688.57, increased by \$43,663.***

***The motion was seconded.***

Mr. Miller commented that we have a contract with First Student that will expire this year. He explained that the School Board added 25% to the transportation line in the FY15 Operating budget to cover the expected increase, which was reduced by the Budget Committee. He noted this increase brings us to the original expected increase in transportation.

Jason Guerrette, 11 Perry Court, asked how much of that increase is allotted for special education transportation.

Mr. Barka indicated that \$7,458 is allotted for special education transportation.

Mr. Guerrette asked if the Special Education Capital Reserve can be used for that portion.

Mr. Barka commented if the School Board votes to approve the use.

Mr. Miller commented even if we used funds from the Capital Reserve account we cannot exceed the bottom line of the budget.



Laura Gandia, 3 Chamberlin Drive, commented that the Budget Committee received the budget and reduced the funds for transportation, then the School Board voted to accept that budget. She indicated that she was trying to understand why now someone wants to add back the increase.

Mr. York explained that we are tied to the cost of transportation with Nashua. Nashua went to bid for their transportation contract. He indicated that the district was informed that there would be a 25% increase in transportation for next year. Mr. York commented that the School Board approximately \$90,000 to transportation for the anticipated increase, but the Budget Committee reduced it by approximately half. He noted that it is simply requested that the increase is added back to the budget.

Chris Pascucci, 12 Colonial Drive, asked for all School Board members to provide input on Mr. Miller's motion.

Mr. Barka commented it was clear that transportation costs may increase 25%.

Mr. Miller commented that it was agreed that if the 25% increase was added to the budget and the transportation costs were not going to increase 25%, it could be decreased at Deliberative. He noted that the Budget Committee reduced it in half. Mr. Miller indicated he believes the increase is warranted.

Mr. York agreed with Mr. Miller's report regarding what occurred during the budget process. He indicated he supports the increase.

Mr. Bourque agreed that money is needed for transportation.

Mrs. D'Alleva commented that she was not present at the meeting when the warrant article was voted. She indicated that when the increase was discussed during the budget process, she did not support the higher increase.

Jason Guerrette, 11 Perry Court, asked about ridership for the high school and asked if the cost per student for transportation at CHS can be calculated.

Mr. Barka indicated it would be difficult.

Mr. Guerrette commented that high school students pay for transportation as do taxpayers.

Mr. Barka commented that high school students presently pay for transportation. He indicated we are not asking to increase services, only to sustain what we have.

Bill Spencer, 9 Cranberry Lane, asked if the increase would be included in the Default budget.

Mr. Barka replied that it would not be included in the Default budget.

Mr. Spencer asked if the Default budget would increase by the amount in Mr. Miller's motion.

Mr. Barka indicated that the Default budget would not increase.

Andy Santom, 4 McQuestin Circle, commented we are not required to bus high school students, but are required to bus high school athletes.

Mr. Barka confirmed Mr. Santom's statement.

Dr. Cochrane commented that the ridership at CHS is lower than at the other schools. He noted we have a certain number of buses and costs included drivers, gas, the bus and certain other costs. He indicated that the district is trying to reduce one bus to lower costs, but it will not be a substantial cost savings.

Mr. Pascucci commented that we do not know if the cost is actually increasing by 25%. He noted that the difference between the operating budget and the default budget is approximately \$130,000. He asked people to keep in mind these are separate issues. He commented that if we add another \$40,000 to the operating budget, people will be more likely to vote for the default budget.

***Vote on a new bottom line for Article 1, FY15 Operating budget, of \$20,974,688.57: passed by hand vote.***

Mr. Regan indicated that Article 1 will be amended to reflect that the new bottom line for the FY15 Recommended Operating budget is \$20,974,688.57.

Hearing no further amendments or discussion, Mr. Regan indicated that **Article 1 stands and will appear on the ballot as amended.**

Mr. Regan read Article 2 and indicated that Mr. Barka and Dr. Cochrane would speak to the article.

## **ARTICLE 2**

***To see if the Litchfield School District will vote to approve the cost items included in the collective bargaining agreement reached between the Litchfield School District and the Litchfield Education Association which calls for the following increases in salaries and benefits at the current staffing level:***

<i>Year</i>	<i>Estimated Increase</i>
<i>2014-2015</i>	<i>\$ 213,383</i>
<i>2015-2016</i>	<i>\$ 195,737</i>
<i>2016-2017</i>	<i>\$ 175,545</i>

***and further to raise and appropriate the sum of Two Hundred Thirteen Thousand Three Hundred Eighty Three Dollars (\$213,383) for fiscal year 2015, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels.***

*This Article has an estimated tax impact of \$0.26 and was recommended by the School Board by a vote of 4-1-0 and was not recommended by the Budget Committee because of a tied vote 4-4-0.*

Mr. Barka spoke to the article. He indicated that the School Board and LEA spent much time working on a new agreement. He noted in January the LEA ratified the agreement and the School Board accepted the agreement. Mr. Barka commented that it is a three-year agreement in which the School Board tried to realize healthcare cost savings. He indicated that teachers have not had a contract in two years, as well as three years out of the last five. Mr. Barka presented a teacher salaries cost analysis that reflected many teachers fall into an income level equivalent to that for eligibility for free/reduced lunch. He presented a graph indicating that historically wages have fallen in the last five years. Mr. Barka stated that there have more increases to health insurance than salaries, which is a paradigm the School Board is trying to reverse.

Mr. Barka indicated that negotiation objectives include:

- Existing teachers sick days to 12 starting in 2016-17
- New hires to receive 10 sick days cumulative to 110 beginning in 2016-17
- Change to the Reduction in Force (RIF) language which allow the district to keep the best teachers regardless of whether or not they have achieved continuing contract status.

He commented the main objective is to keep teachers in front of our students longer.

Mr. Barka explained salary schedules and how a newly hired teachers is placed on that scale. He noted when hired, an educator is placed on a "ladder" or grade level based upon their degree status. Within that ladder, they are placed on a step based upon their years of experience. Each year with a contract, teachers move up one step on the experience scale.

Mr. Barka explained that with the new agreement, salary schedules will be modified as follows:  
Year 1 2014-2015

Schedule Modification – slide schedule 1 Step Up

- Remove 1<sup>st</sup> step (old Step 2 becomes Step 1)
- Add new 15<sup>th</sup> Step

Each teacher receives a step, with the end result as follows:

- Staff members "On the schedule" (not top) receive an increase equal to two steps.
- Staff Members on top step receive an increase equal to 1 step.

Benefits

- Schedule\starting salary is more competitive.
- Staff on the schedule have a more competitive wage.

Year 2 2015-2016

- On Schedule: Move up 1 Step
- Top Step Modification:
  - ½ a step increase + \$300
  - NOTE:
  - In year 16-17, top step will receive second half of step.



### Year 3 2016-2017

- Schedule Modification - Similar to year 1
  - Slide schedule 1 Step Up
  - Remove 1<sup>st</sup> step (old Step 2 becomes Step 1)
- Add new 15<sup>th</sup> Step + \$300
  - This is only half a step + 300
  - Second half from year 2015-2016
  - Top step receives (1 step + \$600) over years 2 and 3
- Teachers do NOT move a step
  - Increase is equal to 1 step for teachers on the schedule.

Mr. Barka indicated that the cost of the contract over three years is \$584,565. He provided a comparison of contract costs before and after healthcare savings:

- Year 1 total increase: \$421,489
- Year 1 total after estimated healthcare savings: \$213,383
- Year 2 total increase : \$212,737
- Year 2 total after estimated healthcare savings: \$195,637
- Year 3 total increase: \$192,645
- Year 3 total after estimated healthcare savings: \$175,545.

Mr. Barka indicated that non-LEA employees will receive the same health plan, which will result in more savings across the district.

Dr. Cochrane made the following statements: Children are what schools are all about. We want quality teaching for all of our students. The School Board and Budget Committee ensure that goal. For the last two years, the School Board's stated goals have been about allocating resources to maintain quality teaching and instruction. Salaries for teachers have been flat for five years while the contribution to the Retirement System has increased 2%. According to the RSA, the District is locked into an existing healthcare plan and the healthcare trajectory is only going to get worse if we stay locked into this plan. Teacher salaries are in a disproportionate rate with healthcare rising. We want to reverse this trajectory and put less money into the health insurance company's pocket. There is concern when someone is teaching in a district where there are no step raises. These teachers are losing money each year there is no contract and we have many quality teachers in this district. If people are continually held back through the lack of wages, we lose the ability to retain happy, successful people. This contract ensures lower separation pay at the end of the contract, more time in front of students, stronger standards by the district and savings in healthcare. If this contract is not approved by the voters or the existing situation continues, we will lose many quality teachers to other district. This contract will help teachers continue to make a difference.

Mr. Barka invited Carolyn Leite to talk about the teachers' point of view.

Ms. Leite made the following statements: The teachers are looking for a contract for the future and not for the here and now. The children are the future. Children deserve to have highly motivated and qualified teachers every day. We were looking at our salary structure and those

around our district. We wanted to increase starting salaries to attract good teachers. Our other objective is to maintain the great teachers we currently have in our district. Many teachers in our district have received prestigious awards. The combination of young innovative teachers with old innovative teachers results in getting the best of everyone in front of the children. We wanted to maintain a good quality health insurance, but realize savings for the district. This is a well negotiated contract that resulted from a long and interesting process. She is looking forward to working with the School Board, the district and community groups to help explain the process if necessary.

Mr. Barka commented as a School Board and community we want to improve rigor and test scores. Much has been spent on new technology and curriculum. He noted that we want to put the money into teachers to help make a difference.

Phil Reed, 7 Forest Lane, commented that people are going to vote on this article and see only the dollars associated. Many were not here to hear that this is not about the cost of the contract. He indicated that there are savings and concessions the teachers made of which they will not be aware. Mr. Reed commented we that have attended can make an informed decision, but because of SB2, many will vote uniformed.

Christine Lepore, 17 Greenwich Road, commented that she is a recent CHS graduate in her first year of college at a rigorous school. She indicated that she is indebted to the teachers she had in Litchfield because they instilled in her a love for learning and a good work ethic. She commented that teachers deserve recognition and appreciation for providing a valuable service everyday and it is time for the community to show support.

Jason Guerrette, 11 Perry Court, commented that he respects Mr. Reed and enjoys his comments. He noted that Mr. Reed echoed much of what Mr. Guerrette wanted to say. He indicated that the problem is not "selling" the contract to the people that attended today, but to the average person who is not going to hear what has been said. Mr. Guerrette suggested if you want to fix the problem, you have to provide a product the people are able to support. He noted that we are providing a product the consumer is not buying. He indicated that he is not convinced we are providing the community with a product they can support. He commented that everyone in the community feel they are paying more for their own healthcare. He asked how a person in our town feels about healthcare plan that provides savings.

Ms. Leite indicated that copays are increasing with the new healthcare plan and premiums are lower. She noted that the employee contribution is also increasing and the district's contribution is decreasing.

Robin Corbeil, 4 Nesmith Court, commented that all people in town do not feel the way Mr. Guerrette described. She noted that some may feel that way, but not all. She indicated that people in town recognize that teachers are paid differently than in the private sector. Mrs. Corbeil commented that teachers go into that field knowing the salaries are different than the private sector. She indicated that if people understand there are healthcare savings they would support the contract.



Michael Caprioglio, 12 Brady Court, asked why the Budget Committee is not supporting the teachers' contract.

Chris Pascucci commented that there is savings in the growth of the health policy. He indicated that the reason he voted to not support it was the overall cost. He noted that the Budget Committee has no say in negotiations. Mr. Pascucci agreed that teachers deserve a raise as we have excellent teachers. He commented as a Budget Committee member his role is to balance the data and look at all aspects. He indicated that he supported the contract last year with a smaller cost, but the contract was not approved by the voters. He commented that the Budget Committee received information regarding the contract late this year. Mr. Pascucci commented that he considered supporting a two year contract, PPACA impacts, and what the taxpayers can afford. He noted that working with Dr. Cochrane was wonderful this year as he sets priorities, but he believes there is too much in the contract.

Mr. Spencer commented that the Budget Committee received the contract proposal at the meeting before the hearing. He indicated that the Budget Committee had a short discussion and asked some questions, then voted their recommendation. Mr. Spencer mentioned that the original vote on the article was 4 in support, 1 opposed and 3 abstained. He noted that between that meeting and when the Budget Committee voted he asked questions and received answers. The Budget Committee met after the hearing and Mr. York asked if the three members who abstained would state their position. Mr. Spencer indicated that based on the position, he voted to oppose because there was not enough information. He commented that a 20 page presentation was provided today, which would have been helpful to the Budget Committee at the time they were voting. He indicated that Mr. York insisted the Budget Committee revote, which resulted in no recommendation on the article.

Ray Peeples agreed with Mr. Spencer and commented his position was the same. He noted that he initially abstained because he likes to take thoughtful time in consideration prior to a vote. He indicated that the movements in steps and increases are too much in one year, although the healthcare savings are excellent. Mr. Peeples commented he would like to see a contract that secured healthcare savings one year and secure salaries the next. He mentioned that the Cadillac clause of PPACA will be implemented in 2018 and contains a 40% impact. He noted that his vote was to oppose because the contract is more than the town can afford.

John York commented that he listened to the Budget Committee members who opposed the contract and believes they are misrepresenting what occurred. He indicated that the School Board and Administration were prepared to answer any and all questions they may have had. He noted that the Budget Committee voted on January 16 and had until January 23 to revote. Mr. York indicated that the information was available, but they asked no questions. He commented that the School Board believes the voters needed to have the Budget Committee on record. Mr. York mentioned there are other towns in New Hampshire where contracts were approved during which the Budget Committee held special meetings to ask questions in order to vote. He indicated that the information was available, but no questions were asked.

Ray Peeples responded in rebuttal. He commented that for the most part, the Budget Committee asked questions. He noted that the contract proposal was delivered in one night and the Budget



Committee acted in the town's best interest. He indicated that the process came "right down to the wire" with the budgets this year and the School Board was late in delivering the contract.

Kathy Follis, 8 Mike Lane asked if the information provided today was provided to the Budget Committee, would their votes be different.

Chris Pascucci commented that this should not be confrontational. He indicated that his vote would not be changed with the 20 pages of information presented today. He commented that his responsibility is to study all the evidence. He noted that the contract is costing more at every angle. Mr. Pascucci commented that he considered the failing of the contract last year, which had a lower cost. He indicated when a Budget Committee member does not recommend an article, it does not mean that we do not support teachers, children or education.

Mr. Spencer commented if the School Board provided the presentation and information to the Budget Committee that they provided today, he would have had more questions. He indicated if those answers made more sense, he would have had more information to make an intelligent decision.

Robin Corbeil, 4 Nesmith Court, commented that she keeps hearing the contract last year was not approved because the voters could not afford the cost, but there is no basis in that statement. She indicated that there were many other reasons for the failure of that article. She noted that she values the Budget Committee's responses; however, they may not be aware that there were other reasons the contract was not approved last year.

Cynthia Couture commented that she voted in favor of the contract. She noted it was stated that the Budget Committee received one page of representation of the contract. She indicate that the Budget Committee had a six page description of the contract. She acknowledged that the Budget Committee did not receive the wonderful presentation provided today, which may have made a difference.

Janine Lepore, 17 Greenwich Road, commented that we have to be clear on the product we are talking about. She indicated that we have to support the teachers for 12 years of education. She noted that the students currently in classes may be our next pharmacist or biologist or teacher. Mrs. Lepore commented that we should be supporting the excellent education in the school system by supporting the teachers and this contract. She credited her daughter's teachers with providing such excellent instruction and inspiration.

Mr. Guerrette asked to speak. Mr. Regan clarified Mr. Guerrette's previous statement about the "product" the School Board was putting forth. He asked if the product Mr. Guerrette was referring to is the one page the voter sees in the voting booth.

Jason Guerrette, 11 Perry Court, concurred. He commented that he is not debating the 12 years of education as stated by Mrs. Lepore. He indicated that the product we are trying to sell is the contract and not education. He noted that the majority of people are voting with their wallet. Mr. Guerrette commented that he was trying to suggest a path for teachers to get what they want and that the voters will accept.

***Phil Reed, 7 Forest Lane, made a motion to call the question. The motion was seconded. The motion passed by voice vote.***

Hearing no amendments or further discussion, Mr. Regan indicated that **Article 2 stands as written and will appear on the ballot as written.**

***Jason Guerrette, 11 Perry Court, made a motion to restrict reconsideration of Articles 1 and 2. The motion was seconded and passed by voice vote.***

The Moderator paused for an award presentation.

Mr. Barka presented Mrs. D'Alleva with an award for her service on the School Board.

Mrs. D'Alleva commented that it was an honor to serve the town on the School Board. She indicated it is with regret that she is not able to run for the position this year.

Mr. Regan read Article 3 and indicated Dr. Cochrane would speak to the article.

### **ARTICLE 3**

***To see if the Litchfield School District will vote to raise and appropriate the sum of Twenty Five Thousand Six Hundred Sixty Two Dollars (\$25,662) for the purpose of funding a part-time computer teacher position at Griffin Memorial School.***

*This Article has an estimated tax impact of \$0.03 and was recommended by the School Board by a vote of 3-1-0 and recommended by the Budget Committee by a vote of 8-0-0.*

Dr. Cochrane provided a technology presentation via PowerPoint entitled "Leveraging Technology to Support Career and College Readiness for All K-12 Students". The presentation contained a compilation of sample questions for different grade levels from the Smarter Balance Assessment. The assessment requires students to have keyboarding skills, mouse skills and navigation skills among others. The presentation was used as part of the rationale for the GMS part time computer teacher position. Dr. Cochrane indicated that changes schools need to make are higher expectations for student learning, more independent learning, development of digital literacy layered on top of strong traditional literacy and numeracy skills and increased cognitive rigor. He noted that Smarter Balance Assessments are about determining the student's learning level. Dr. Cochrane commented that a requirement of the Smarter Balance Assessment adaptive testing will be more fluency with keyboarding and technology as the student will be expected to interface in a variety of ways.

Dr. Cochrane commented that changes need to be made at the elementary level for technology skills. He noted there will be two fewer classes at GMS next year. He indicated that an existing teacher can be asked to teach this, but some may not have the skill and others have large caseloads. Dr. Cochrane commented that a half time position to support this is the only way we improve students' skills in technology. He noted that we need to provide a quality education and an investment in education.



Dr. Cochrane indicated that the presentation is the rationale for the part time technology position for GMS.

Keri Douglas, 9 Pheasant Street, thanked the School Board for placing the position in a warrant article. She commented that she appreciates the importance teaching our children this type of technology.

Chris Pascucci expressed support for the article. He commented that Dr. Cochrane made an outstanding presentation to the Budget Committee. He indicated that it is a good idea to teach our children to use technology properly and efficiently. Mr. Pascucci mentioned that if anyone would like to know all the detail regarding the full presentation to ask Dr. Cochrane. He noted that this is what we need in the schools to help get to where we want to be.

Phil Reed, 7 Forest Lane, shared a story about his past decision on whether to go into college or military service. He knew a man whose life was spent in the military, but was the dean of a school. Mr. Reed indicated that this man advised him to go to college because the most important thing an employer looks for in a college graduate is how to think. He noted this is most important in this world of technology today.

Jason Guerrette, 11 Perry Court, asked for those who voted against the article to state their reason.

Mr. Miller explained that he voted against the article because he was not convinced we understand the problem we are trying to solve. He indicated there is no data to support that there is a problem. Mr. Miller commented if it will be that much of a problem in elementary school, how much of a problem could it pose in middle school. He indicated that he wanted to see some data on the problem that needs solving.

Robin Corbeil, 4 Nesmith Court, indicated that we are piloting that in the current computer class in the middle school.

Hearing no amendments or further discussion, Mr. Regan indicated that **Article 3 stands as written and will appear on the ballot as written.**

Mr. Regan read Article 4 and indicated Mr. Markiewicz would speak to the article.

#### **ARTICLE 4**

*To see if the Litchfield School District will vote to raise and appropriate the sum of up to Fifty Thousand dollars (\$50,000.00) to be added to the building maintenance Capital Reserve Fund established in 2004. This sum to come from June 30 fund balance available for transfer on July 1.*

*This Article has no tax impact and was recommended by the School Board by a vote of 4-0-0 and recommended by the Budget Committee by a vote of 7-1-0.*



Mr. Markiewicz explained that the district maintains two Capital Reserve Fund accounts. He noted that if the warrant is approved, up to \$50,000 of the unassigned fund balance will be transferred into the Building Maintenance Capital Reserve Fund for unanticipated expenditures.

Jason Guerrette, 11 Perry Court, commented about the statement included on the warrant that states "no amount raised from taxation". He indicated that these funds are actually what was previously raised from taxation.

Hearing no amendments or further discussion, Mr. Regan indicated that **Article 4 stands as written and will appear on the ballot as written.**

Mr. Regan read Article 5 and indicated that Mr. Markiewicz would speak to the article.

### **ARTICLE 5**

***To see if the Litchfield School District will vote to raise and appropriate the sum of Thirty Six Thousand, Seven Hundred Dollars (\$36,700) to purchase security equipment necessary to upgrade external access control and panic alarms at Griffin Memorial School, Litchfield Middle School and Campbell High School.***

*This Article has an estimated tax impact of \$0.04 and was recommended by the School Board by a vote of 4-0-0 and recommended by the Budget Committee by a vote of 7-0-1.*

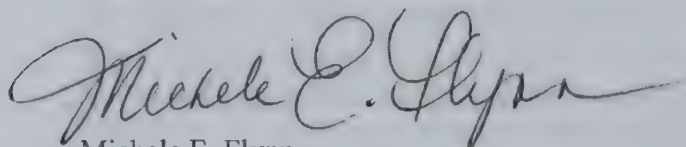
Mr. Markiewicz explained that the School Board established a committee and charged them with determining the needs of the facilities and grounds of the district. He indicated that the committee made recommendations as a start off point to afford the district the opportunity to upgrade the external security and access controls of the buildings.

Jason Guerrette, 11 Perry Court, agreed with the need for security to keep our children safe. He disagreed that the security recommendations should be on the warrant. He indicated that the security recommendations should have been included in the budget.

Hearing no amendments or further discussion, Mr. Regan indicated that **Article 5 stands as written and will appear on the ballot as written.**

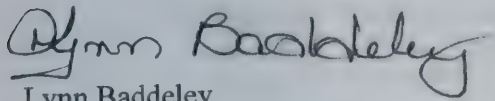
The Moderator thanked all who attended and accepted a motion to adjourn at 12:20 p.m. The motion was seconded. The motion passed unanimously by voice vote.

A true record of the Litchfield School District Deliberative Session,  
Prepared by:



Michele E. Flynn  
Administrative Assistant to the Litchfield School Board

A true record of the  
Litchfield School District Deliberative Session  
Attest:

A handwritten signature in black ink, appearing to read "Lynn Baddeley". The signature is written in a cursive, flowing style.

Lynn Baddeley  
School District Clerk

Submitted: February 17, 2014

**Litchfield School District**  
**Statement of Actual Expenditures for**  
**Special Education Programs and Services**

	2011 – 2012	2012 - 2013
<b>EXPENDITURES</b>		
Instruction	\$ 2,459,558	\$ 2,635,588
Related Services	\$ 548,884	\$ 598,631
Administration	\$ 227,122	\$ 188,525
Legal	\$ 15,454	\$ 472
Transportation	\$ 187,842	\$ 271,237
<b>Total Expenditures</b>	<b>\$ 3,438,860</b>	<b>\$ 3,694,453</b>
<b>REVENUES</b>		
NH Catastrophic Aid	\$ 155,070	\$ 198,276
IDEA Grant	\$ 302,356	\$ 311,508
ARRA IDEA Grant	\$ 73,447	\$ -
Preschool Grant	\$ 6,678	\$ 6,780
ARRA Preschool Grant	\$ 33	\$ -
Medicaid	\$ 112,373	\$ 172,587
Tuition	\$ 6,095	\$ 20,032
<b>Total Revenues</b>	<b>\$ 656,052</b>	<b>\$ 709,183</b>

**Department of Special Services**  
**Student Census of Disabilities**  
**December 2013**

<b>DISABILITIES</b>	<b>IN DISTRICT</b>	<b>OUT OF DISTRICT</b>	<b>TOTAL</b>
Hearing Impaired, Speech/Language Impairment, Visual Impairment	29	2	31
Orthopedic Impairment, Other Health Impairment, Multiple Disabilities, Autism	42	1	43
Intellectual Disability, Developmental Delay	38	0	38
Specific Learning Disability	80	0	80
Emotional Disturbance	7	2	9
<b>TOTAL</b>	<b>196</b>	<b>5</b>	<b>201</b>





## SCHOOL BUDGET FORM

BUDGET FORM FOR SCHOOL DISTRICTS WHICH HAVE ADOPTED THE PROVISIONS OF RSA 32:14 THROUGH 32:24  
Appropriations and Estimates of Revenue for the Fiscal Year from **July 1, 2014 to June 30, 2015**

Form Due Date: **20 days after the meeting**

**THIS BUDGET SHALL BE POSTED WITH THE SCHOOL WARRANT**

This form was posted with the warrant on:

### Instructions

1. Complete this cover page.
2. Attach the completed District's Budget Report after cover page.
3. Send to NHDRA at address below by the due date above.

### For Assistance Please Contact:

**NH DRA Municipal and Property Division**

Phone: (603) 230-5090

Fax: (603) 230-5947

[http://www.revenue.nh.gov/munc\\_prop/municipalservices.htm](http://www.revenue.nh.gov/munc_prop/municipalservices.htm)

### SCHOOL DISTRICT INFORMATION ?

School District:

Municipalities Served:

### SCHOOL BUDGET COMMITTEE MEMBERS ?

<input type="text" value="-"/>	First Name: <input type="text" value="Andrew"/>	Last Name: <input type="text" value="Cutter"/>
<input type="text" value="-"/>	First Name: <input type="text" value="Raymond"/>	Last Name: <input type="text" value="Peeples"/>
<input type="text" value="-"/>	First Name: <input type="text" value="Cindy"/>	Last Name: <input type="text" value="Couture"/>
<input type="text" value="-"/>	First Name: <input type="text" value="Chris"/>	Last Name: <input type="text" value="Pascucci"/>
<input type="text" value="-"/>	First Name: <input type="text" value="Bill"/>	Last Name: <input type="text" value="Spencer"/>
<input type="text" value="-"/>	First Name: <input type="text" value="Daniel"/>	Last Name: <input type="text" value="Vaillancourt"/>
<input type="text" value="-"/>	First Name: <input type="text" value="John"/>	Last Name: <input type="text" value="Brunelle"/>
<input type="text" value="-"/>	First Name: <input type="text" value="John"/>	Last Name: <input type="text" value="York"/>



New Hampshire  
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Revenue Administration

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APPROPRIATIONS

INSTRUCTION ?

Account #	Purpose of Appropriations (RSA 323, V)	OP Bud. Warr. Art. #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Ensuing FY (Recommended)	School Board's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
1100 - 1199	Regular Programs	Add Warrant Article	\$7,754,923	\$7,866,565	\$7,841,165		\$7,817,182	
		-			\$7,841,165		\$7,817,182	
1200 - 1299	Special Programs	Add Warrant Article	\$2,635,588	\$2,754,039	\$2,886,278		\$2,886,278	
		-			\$2,886,278		\$2,886,278	
1300 - 1399	Vocational Programs	Add Warrant Article	\$21,476	\$29,000	\$28,000		\$24,200	
		-			\$28,000		\$24,200	
1400 - 1499	Other Programs	Add Warrant Article	\$464,633	\$468,486	\$470,071		\$464,987	
		-			\$470,071		\$464,987	
1500 - 1599	Non-Public Programs	Add Warrant Article	\$26,193	\$67,107	\$90,773		\$90,773	
		-			\$90,773		\$90,773	
1600 - 1699	Adult/Continuing Ed. Programs	Add Warrant Article		\$1				
		-						
1700 - 1799	Comm./Jr. College Ed. Programs	Add Warrant Article						
		-						
1800 - 1899	Community Service Programs	Add Warrant Article						
		-						
Instruction Section Summary			\$10,902,813	\$11,185,198	\$11,316,287		\$11,283,420	





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**SUPPORT SERVICES ?**

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Enacting FY (Recommended)	School Board's Appropriations Enacting FY (Not Recommended)	Budget Committee's Appropriations Enacting FY (Recommended)	Budget Committee's Appropriations Enacting FY (Not Recommended)
2000 - 2199	Student Support Services	Add Warrant Article	\$1,496,531	\$1,566,623	\$1,604,739		\$1,599,739	
		-			\$1,604,739		\$1,599,739	
2200 - 2299	Instructional Staff Services	Add Warrant Article	\$510,241	\$662,008	\$682,836		\$611,361	
		-			\$682,836		\$611,361	
Support Services Section Subtotal					\$2,006,772	\$2,228,631	\$2,211,100	

**GENERAL ADMINISTRATION ?**

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Enacting FY (Recommended)	School Board's Appropriations Enacting FY (Not Recommended)	Budget Committee's Appropriations Enacting FY (Recommended)	Budget Committee's Appropriations Enacting FY (Not Recommended)
2310 (840)	School Board Contingency	Add Warrant Article						
		-						
2310 - 2319	Other School Board	Add Warrant Article	\$110,018	\$110,682	\$107,270		\$101,430	
		-			\$107,270		\$101,430	
General Administration Section Subtotal					\$110,018	\$107,270	\$101,430	

**EXECUTIVE ADMINISTRATION ?**

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Enacting FY (Recommended)	School Board's Appropriations Enacting FY (Not Recommended)	Budget Committee's Appropriations Enacting FY (Recommended)	Budget Committee's Appropriations Enacting FY (Not Recommended)
2320 (310)	SAU Management Services	Add Warrant Article						
		-						





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Account #	OP Bud. Warr. Art. #	Purpose of Appropriations (RSA 32:3, V)	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Ensuing FY (Recommended)	School Board's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
2320 - 2399 All Other Administration	Add Warrant Article		\$464,471	\$497,397	\$536,295		\$536,196	
	- 1				\$536,295		\$536,196	
2400 - 2499 School Administration Service	Add Warrant Article		\$1,255,287	\$1,221,817	\$1,211,354		\$1,211,354	
	- 1				\$1,211,354		\$1,211,354	
2500 - 2599 Business	Add Warrant Article		\$332,998	\$301,335	\$309,854		\$309,854	
	- 1				\$309,854		\$309,854	
2600 - 2699 Operation & Maint. of Plant	Add Warrant Article		\$2,020,048	\$2,028,754	\$2,126,095		\$2,103,146	
	- 1				\$2,126,095		\$2,103,146	
2700 - 2799 Student Transportation	Add Warrant Article		\$779,593	\$877,931	\$892,152		\$913,799	
	- 1				\$892,152		\$913,799	
2800 - 2999 Support Service Central & Other	Add Warrant Article		\$583,043	\$461,653	\$531,706		\$531,706	
	- 1				\$531,706		\$531,706	
Executive Administration Section Total			\$5,435,440	\$5,388,887	\$5,607,456		\$5,606,055	

NON-INSTRUCTIONAL SERVICES ?								
Account #	OP Bud. Warr. Art. #	Purpose of Appropriations (RSA 32:3, V)	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Ensuing FY (Recommended)	School Board's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
3100 Food Service Operations	Add Warrant Article							
	-							
3200 Enterprise Operations	Add Warrant Article							
	-							
Non-Instructional Services Section Total								



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FACILITIES ACQUISITION AND CONSTRUCTION

Account #	Purpose of Appropriations (RSA 323, V)	OP Bud. Warr. Art. #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Ensuing FY (Recommended)	School Board's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4100	Site Acquisition	Add Warrant Article						
		-						
4200	Site Improvement	Add Warrant Article	\$29,625	\$1	\$3		\$3	
		- 1			\$3		\$3	
4300	Architectural/Engineering	Add Warrant Article						
		-						
4400	Educ. Specification Development	Add Warrant Article						
		-						
4500	Bldg Acquisition/Construction	Add Warrant Article						
		-						
4600	Building Improvement Services	Add Warrant Article	\$164,741	\$36,253	\$48,852		\$48,852	
		- 1			\$48,852		\$48,852	
4900	Other Fac. Acqui. & Const. Svcs	Add Warrant Article						
		-						
			\$194,366	\$36,254	\$48,855		\$48,855	

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OTHER OUTLAYS ?

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Ensuing FY (Recommended)	School Board's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
5110	Debt Service - Principle	Add Warrant Article	\$800,000	\$800,000	\$485,000		\$485,000	
		- 1			\$485,000		\$485,000	
5120	Debt Service - Interest	Add Warrant Article	\$109,463	\$67,463	\$25,463		\$25,463	
		- 1			\$25,463		\$25,463	
			\$909,463	\$867,463	\$510,463		\$510,463	

Other Outlays Section Subtotal

FUND TRANSFERS ?

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Ensuing FY (Recommended)	School Board's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
5220 - 5221	To Food Service	Add Warrant Article	\$537,900	\$598,476	\$594,702		\$594,702	
		- 1			\$594,702		\$594,702	
5222 - 5229	To Other Special Revenue	Add Warrant Article	\$491,236	\$575,000	\$575,000		\$575,000	
		- 1			\$575,000		\$575,000	
5230 - 5239	To Capital Projects	Add Warrant Article						
		-						
5254	To Agency Funds	Add Warrant Article						
		-						
5300 - 5399	Intergov. Agency Allocation	Add Warrant Article						
		-						





Supplemental	Add Warrant Article								
	-								
Deficit	Add Warrant Article								
	-								
Fund Transfers Section Subtotal		\$1,029,136	\$1,173,476	\$1,169,702				\$1,169,702	
Operating Budget Total		\$20,588,008	\$20,990,591	\$21,047,608				\$20,931,025	



**\*\*SPECIAL WARRANT ARTICLES\*\***

Special Warrant articles are defined in RSA 32:3, VI, as appropriations 1) In petitioned warrant articles; 2) Appropriations raised by bonds or notes; 3) Appropriation to or from a separate fund created pursuant to law, such as capital reserve funds or trust funds; 4) An appropriation designated on the warrant as a special article or as a non-lapsing or nontransferable article.

Account #	Purpose of Appropriations (RSA 32:3, VI)	OP Bud. Warr. Art. #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Ensuing FY (Recommended)	School Board's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
5251	To Capital Reserve	Add Warrant Article			\$50,000		\$50,000	
	Building Maintenance Capital	- 4			\$50,000		\$50,000	
5252	To Expendable Trust	Add Warrant Article						
		-						
5253	To Non-Expendable Trusts	Add Warrant Article						
		-						
	Other Special Articles	Add Warrant Article						
		-						
	Special Article Implementation				\$50,000		\$50,000	



**\*\*INDIVIDUAL WARRANT ARTICLES\*\***

"Individual" warrant articles are not necessarily the same as "Special Warrant Articles". An example of an individual warrant articles might be: 1) Negotiated cost items for labor agreements; 2) Leases; 3) Supplemental appropriations for the current year for which funding is already available; or 4) Deficit appropriations for the current year which must be funded through taxation.

Account #	Purpose of Appropriations (RSA 32:3, V)	OP Bud. Warr. Art. #	Actual Expenditures Prior Year	Appropriations Current Year as Approved by DRA	School Board's Appropriations Ensuing FY (Recommended)	School Board's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
<b>Other Individual Articles</b>								
1100-1199	New Teacher's Contract	-			\$213,383			\$213,383
1100-1199	GMS Computer Teacher	-			\$25,662		\$25,662	
4600	Security Equipment Upgrade	-			\$36,700		\$36,700	
					\$275,745		\$62,362	\$213,383

Individual Articles Recommended

You have reached the end of the Appropriations Section. Please review the this section for accuracy, then move on to the Revenues Section.

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New Hampshire  
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MS-27

REVENUES

FROM LOCAL SOURCES

Account #	Source of Revenue	Warrant Article #	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Estimated Revenues
1300 - 1349	Tuition	Add Warrant Article	\$14,000	\$10,000	\$10,000
		-		\$10,000	\$10,000
1400 - 1449	Transportation Fees	Add Warrant Article	\$8,000	\$8,000	\$8,000
		-		\$8,000	\$8,000
1500 - 1599	Earnings on Investments	Add Warrant Article	\$1,200	\$600	\$600
		-		\$600	\$600
1600 - 1699	Food Service Sales	Add Warrant Article	\$474,126	\$470,352	\$470,352
		-		\$470,352	\$470,352
1700 - 1799	Student Activities	Add Warrant Article	\$67,107	\$90,773	\$90,773
		-		\$90,773	\$90,773
1800 - 1899	Community Service Activities	Add Warrant Article			
		-			
1900 - 1999	Other Local Sources	Add Warrant Article	\$10,000	\$10,000	\$10,000
		-		\$10,000	\$10,000
From Local Sources - Section 506 total			\$574,433	\$589,725	\$589,725

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New Hampshire  
Department of  
Revenue Administration

2014  
MS-27

FROM STATE SOURCES

Account #	Source of Revenue	Warrant Article #	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Estimated Revenues
3210	School Building Aid	Add Warrant Article -	\$260,787	\$260,787	\$260,787
3220	Kindergarten Aid	Add Warrant Article -		\$260,787	\$260,787
3215	Kindergarten Building Aid	Add Warrant Article -			
3230	Catastrophic Aid	Add Warrant Article -	\$266,990	\$315,798	\$315,798
3240 - 3249	Vocational Aid	Add Warrant Article -	\$2,000	\$315,798	\$315,798
3250	Adult Education	Add Warrant Article -		\$2,500	\$2,500
3260	Child Nutrition	Add Warrant Article -	\$7,000	\$7,000	\$7,000
3270	Driver Education	Add Warrant Article -		\$7,000	\$7,000
3290 - 3299	Other State Sources	Add Warrant Article -			
Grand Totals (School Board's Estimated Revenues)			\$536,777	\$586,085	\$586,085

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New Hampshire  
Department of  
Revenue Administration

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FROM FEDERAL SOURCES

Account #	Source of Revenue	Warrant Article #	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Estimated Revenues
4100 - 4539	Federal Program Grants	Add Warrant Article	\$275,000	\$275,000	\$275,000
		-		\$275,000	\$275,000
4540	Vocational Education	Add Warrant Article			
		-			
4550	Adult Education	Add Warrant Article			
		-			
4560	Child Nutrition	Add Warrant Article	\$117,350	\$117,350	\$117,350
		-		\$117,350	\$117,350
4570	Disabilities Programs	Add Warrant Article	\$300,000	\$300,000	\$300,000
		-		\$300,000	\$300,000
4580	Medicaid Distribution	Add Warrant Article	\$60,000	\$92,000	\$92,000
		-		\$92,000	\$92,000
4590 - 4999	Other Federal Sources (except 4810)	Add Warrant Article			
		-			
4810	Federal Forest Reserve	Add Warrant Article			
		-			
Total Federal Sources Section 3041-b(4)			\$752,350	\$784,350	\$784,350

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OTHER FINANCING SOURCES 2					
Account #	Source of Revenue	Warrant Article #	Revised Revenues Current Year	School Board's Estimated Revenues	Budget Committee's Estimated Revenues
5110 - 5139	Sale of Bonds & Notes 1	Add Warrant Article			
		-			
5221	Transfer from Food Svc - Spec. Rev. Fund 1	Add Warrant Article			
		-			
5222	Transfer from Other Special Rev. Funds 1	Add Warrant Article			
		-			
5230	Transfer from Capital Project Funds 1	Add Warrant Article			
		-			
5251	Transfer from Capital Reserve Funds 1	Add Warrant Article			
		-			
5252	Transfer from Expendable Trust Funds 2	Add Warrant Article			
		-			
5253	Transfer from Non-Expendable Trust Funds 2	Add Warrant Article			
		-			
5300 - 5699	Other Financing Sources 1	Add Warrant Article			
		-			
5140	This Section for Calculation of RAN's (Reimbursement Anticipation Notes) Per RSA 198:20-d for Catastrophic Aid Borrowing RAN, Revenue This FY _____ less RAN Revenue Last FY _____ = Net RAN 1				
		Add Warrant Article			
		-			



New Hampshire  
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Supplemental Appropriation (Contra)	Add Warrant Article			
	-			
Voted From Fund Balance	Add Warrant Article			
	-			
Fund Balance to Reduce Taxes	Add Warrant Article	\$367,596		
	-			
Official Representative's Signature: [Signature]		\$367,596		
Total Fund Balance to Reduce Taxes		\$2,231,156	\$1,960,160	\$1,960,160



**\*\*BUDGET SUMMARY\*\***

Item	Current Year Adopted Budget	School Board's Recommended Budget	Budget Committee's Recommended Budget
Operating Budget Appropriations Recommended	\$20,990,591	\$21,047,608	\$20,931,025
Special Warrant Articles Recommended		\$50,000	\$50,000
Individual Warrant Articles Recommended		\$275,745	\$62,362
TOTAL Appropriations Recommended	\$20,990,591	\$21,373,353	\$21,043,387
Less: Amount of Estimated Revenues & Credits	\$2,231,156	\$1,960,160	\$1,960,160
Estimated Amount of State Education Tax/Grant		\$5,758,111	\$5,758,111
Estimated Amount of Local Taxes to be Raised for Education		\$13,655,082	\$13,325,116





**New Hampshire**  
Department of  
Revenue Administration

**2014**  
**MS-27**

Does the budget include **Collective Bargaining Cost Items**?

☐ Yes

☐ No

Does the budget include **RSA 32:18-a Bond Overrides**?

☐ Yes

☐ No

Does the budget include **RSA 32:21 Water Costs**?

☐ Yes

☐ No

**BUDGET COMMITTEE SUPPLEMENTAL SCHEDULE**

Total recommended by Budget Committee:

\$21,043,387

**Less Exclusions:**

Principal: Long-Term Bonds & Notes:

\$485,000

Interest: Long-Term Bonds & Notes:

\$25,463

Capital outlays funded from Long-Term Bonds & Notes

Mandatory Assessments

Total Exclusions

\$510,463

Maximum Allowable Appropriation: Code & 20-Minute

\$23,096,679



**PREPARER'S CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

FRANK

Preparer's Last Name

MARKIEWICZ

Preparer's Signature and Title

Jan 22, 2014

Date

- ☒ **Check to Certify Electronic Signature:** You are required to check this box and provide your name above. By checking this box, you hereby declare and certify that the electronic signature above was actually signed by the Preparer and that the electronic signature is valid.

**SCHOOL BUDGET COMMITTEE CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Budget Committee Member's Signature

Budget Committee Member's Signature

Budget Committee Member's Signature

Budget Committee Member's Signature

Budget Committee Member's Signature

Budget Committee Member's Signature

Budget Committee Member's Signature

Budget Committee Member's Signature

Budget Committee Member's Signature

Budget Committee Member's Signature

Budget Committee Member's Signature

Budget Committee Member's Signature

Budget Committee Member's Signature

Budget Committee Member's Signature

Submit

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Please save and e-mail the completed PDF form to your Municipal Account Advisor:

- Michelle Clark: michelle.clark@dra.nh.gov
- Jamie Dow: jamie.dow@dra.nh.gov
- Shelley Gerlameau: shelly.gerlameau@dra.nh.gov
- Jean Samms: jean.samms@dra.nh.gov

An electronic or hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL AND PROPERTY DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487



## DEFAULT BUDGET OF THE SCHOOL

Appropriations and Estimates of Revenue for the Fiscal Year from **July 1, 2014 to June 30, 2015**

Form Due Date: **20 days after meeting**

**RSA 40:13, IX (b)** "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

This form was posted with the warrant on:

Jan 24, 2014

### Instructions

1. Use this form to list the default budget calculation in the appropriate columns.
2. Post this form or any amended version with proposed operating budget (MS-26 or MS-27) and the warrant.
3. Per RSA 40:13, XI, (a), the default budget shall be disclosed at the first budget hearing.

### For Assistance Please Contact:

NH DRA Municipal and Property Division

Phone: (603) 230-5090

Fax: (603) 230-5947

[http://www.revenue.nh.gov/munc\\_prop/municipalservices.htm](http://www.revenue.nh.gov/munc_prop/municipalservices.htm)

### ENTITY'S INFORMATION

School District:

Litchfield

2635

Municipalities Served:

Litchfield

### SCHOOL BOARD OR BUDGET COMMITTEE MEMBERS

-	First Name:	Derek	Last Name:	Barka
-	First Name:	Brian	Last Name:	Bourque
-	First Name:	Patricia	Last Name:	D'Alleva
-	First Name:	Dennis	Last Name:	Miller
-	First Name:	John	Last Name:	York

Add Member





APPROPRIATIONS

INSTRUCTION 7		Purpose of Appropriations (RSA 32:3, V)			
Account #		Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
1100-1199	Regular Programs 7	\$7,866,565	\$103,893	\$24,510	\$7,945,948
1200-1299	Special Programs 7	\$2,754,039	\$123,810	\$5,435	\$2,872,414
1300-1399	Vocational Programs 7	\$29,000	(\$1,000)		\$28,000
1400-1499	Other Programs 7	\$468,485	(\$6,559)	\$3,444	\$458,482
1500-1599	Non-Public Programs 7	\$67,107			\$67,107
1600-1699	Adult/Continuing Ed. Programs 7	\$1	(\$1)		
1700-1799	Community/Jr. College Ed. Programs 7				
1800-1899	Community Service Programs 7				
Jurisdiction Subtotal		\$11,185,197	\$220,143	\$33,389	\$11,371,951

SD-98

SUPPORT SERVICES (2000-2299) 7		Purpose of Appropriations (RSA 32:3, V)			
Account #		Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
2000-2199	Student Support Services 7	\$1,566,443	\$41,139	\$207	\$1,607,375
2200-2299	Instructional Staff Services 7	\$662,009	(\$5,343)	\$785	\$655,881
Support Services Subtotal		\$2,228,452	\$35,796	\$992	\$2,263,256

GENERAL ADMINISTRATION 7		Purpose of Appropriations (RSA 32:3, V)			
Account #		Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
2310 (840)	School Board Contingency 7				
2310-2319	Other School Board 7	\$110,862	\$1,016		\$111,878
General Administration Subtotal		\$110,862	\$1,016		\$111,878



APPROPRIATIONS

EXECUTIVE ADMINISTRATION (1)

Account #	Purpose of Appropriations (RSA 32:3, VI)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
2320 (310)	SAU Management Services (2)				
2320-2399	All Other Administration (3)	\$497,397	\$38,388		\$535,785
2400-2499	School Administration Service (2)	\$1,221,818	(\$11,150)		\$1,210,668
2500-2599	Business (3)	\$301,335	(\$1,145)	\$1,860	\$298,330
2600-2699	Operation & Maintenance of Plant (3)	\$2,028,753	(\$30,651)	\$40,189	\$1,957,913
2700-2799	Student Transportation (3)	\$877,931	\$38,627		\$916,558
2800-2999	Support Service Central & Other (3)	\$461,653	(\$36,125)		\$425,528
	Executive Administration Subtotal	\$5,388,887	(\$2,056)	\$42,049	\$5,344,782

SD-99

NON-INSTRUCTIONAL SERVICES (2)

Account #	Purpose of Appropriations (RSA 32:3, VI)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
3100	Food Service Operations (2)				
3200	Enterprise Operations (2)				
	Non-Instructional Services Subtotal				





APPROPRIATIONS

FACILITIES ACQUISITION AND CONSTRUCTION (1)

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4100	Site Acquisition (2)				
4200	Site Improvement (1)	\$1			\$1
4300	Architectural/Engineering (2)				
4400	Educational Specification Develop. (2)				
4500	Building Acquisition/Construction (1)				
4600	Building Improvement Services (2)	\$36,253		\$7,501	\$28,752
4900	Other Facilities Acquisition and Construction Services (2)				
	Water Distribution and Treatment Structural	\$36,254		\$7,501	\$28,753

SD-100

OTHER OUTLAYS (3000-5999) (1)

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
5110	Debt Service - Principal (2)	\$800,000	(\$315,000)		\$485,000
5120	Debt Service - Interest (2)	\$67,463	(\$42,000)		\$25,463
	Other Outlays Subtotal	\$867,463	(\$357,000)		\$510,463





## APPROPRIATIONS

### FUND TRANSFERS

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
5220-5221	To Food Service	\$598,476			\$598,476
5222-5229	To Other Special Revenue	\$575,000			\$575,000
5230-5239	To Capital Projects				
5254	To Agency Funds				
5300-5399	Intergovernmental Agency Allocations				
	Supplemental Appropriation				
	Deficit Appropriation				
	<b>Fund Transfers Subtotal</b>	<b>\$1,173,476</b>			<b>\$1,173,476</b>

SD-101

Operating Budget Total	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
	\$20,990,591	(\$102,101)	\$83,931	\$20,804,559

## EXPLANATION FOR INCREASES AND REDUCTIONS

Use this section of the form to explain why any increase of reduction was applied to the estimated appropriation for an account code. Supply an explanation for each individual increase or reduction on its own line. You can use the "Add New Line" button to insert a new line. The "Remove Line" button will remove that line from the form.

Account #	Explanation for Increase or Reduction	Add New Line
1100-1199	Contractual obligations and health insurance premium rate increases	Remove Line
1200-1299	Student IEP modifications, contractual obligations, and health insurance premium rate increases	Remove Line
2000-2199	Health insurance premium rate increases, contracted services required by student IEP for speech and language, OT/PT, and psychological services	Remove Line
2200-2299	Increased salary, contractual obligations, and health insurance premium rate increases	Remove Line
2310-2399	Scheduled salary and health insurance premium rate increases	Remove Line





2700-2799	Student IEP modifications requiring student transportation increases	Remove Line
1300-1399	Lower vocational education tuition rate	Remove Line
1400-1499	Lower salaries - athletic program	Remove Line
2200-2299	Lower course reimbursement for non-LEA staff	Remove Line
2400-2499	Lower salary-new hires	Remove Line
2500-2599	Finance accounting software annual license lower due to change of components	Remove Line
2600-2699	Lower salary and benefits-new hires and lower snow plowing contract	Remove Line
2800-2999	Lower annual cost data communications	Remove Line
	One-Time appropriations for equipment, furniture replacement and non-instructional equipment for buildings and grounds	Remove Line





**New Hampshire**  
Department of  
Revenue Administration

**2014**  
**MS-DS**

**Field (MS-DS)**

**PREPARER'S CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

Frank

Preparer's Last Name

Markleiwcz

*Frank Markleiwcz*  
Preparer's Signature and Title

Jan 22, 2014

Date

- ☒ **Check to Certify Electronic Signature:** You are required to check this box and provide your name above. By checking this box, you hereby declare and certify that the electronic signature above was actually signed by the Preparer and that the electronic signature is valid.

**SCHOOL BOARD/BUDGET COMMITTEE CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

*Derek S. Ben* Chairman  
Board or Committee Member's Signature and Title

Board or Committee Member's Signature and Title

*D. M.* Board Member  
Board or Committee Member's Signature and Title

Board or Committee Member's Signature and Title

*[Signature]* Board Member  
Board or Committee Member's Signature and Title

Board or Committee Member's Signature and Title

*[Signature]* Board Member  
Board or Committee Member's Signature and Title

Board or Committee Member's Signature and Title

Board or Committee Member's Signature and Title

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Board or Committee Member's Signature and Title

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Board or Committee Member's Signature and Title

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- Michelle Clark: michelle.clark@dra.nh.gov
- Jamie Dow: jamie.dow@dra.nh.gov
- Shelley Gerlarneau: shelly.gerlarneau@dra.nh.gov
- Jean Samms: jean.samms@dra.nh.gov

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL AND PROPERTY DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487



## Report of the Auditor

The Auditor's Report was not yet available at the time of publication.

When it is received it will be available on the School District's website.

**Office of the Superintendent of Schools**

1 Highlander Court

Litchfield, NH 03052

578-3570

D. Brian Cochrane, Ph.D., Superintendent

Frank Markiewicz, Business Administrator

Julie Heon, Director Curriculum and Instruction

Tracy Micali, Director Human Resources

Devin Bandurski, Director Special Services

Kyle Hancock, Director of Technology

Hilda Lawrence, Director Food Service

**Griffin Memorial School**

229 Charles Bancroft Highway

Litchfield, NH 03052

424-5931

Scott Thompson, Principal

Connie Faro, Assistant Principal

**Litchfield Middle School**

19 McElwain Drive

Litchfield, NH 03052

424-2133

Thomas Lecklider, Principal

Kerry Finnegan, Assistant Principal

**Campbell High School**

1 Highlander Court

Litchfield, NH 03052

546-0300

Laurie Rothhaus, Principal

Michael Perez, Assistant Principal